B2+ Business Partner

UNIT 2: LCCI English for Business

Name: _____

LCCI Writing

Situation

You work as a Senior Sales Manager at a furniture sales company and you are a mentor to a new member of the sales staff who has been at the company for a month. The bullet-pointed list below outlines the positive and negative aspects of their performance. You have been asked to write an email to the new member of staff appraising their performance and offering advice on how to improve.

Positive	To improve
• Timekeeping • Appearance • Attitude • Rapport with customers	• Administrative duties • Follow-up calls • Confidence in making new leads

Task

Write the email. Write 200–250 words.

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