B2+ Business Partner

UNIT 4: LCCI English for Business

Name: _____

LCCI Writing

Situation

You work in the Human Resources Department of a medium-sized technology company, Zooma. You have received this email from the Head of Human Resources.

> Subject: Going Green
>
> Hi,
> We've just had a management meeting and one of the agenda points was trying to make the organisation and members of staff a bit more environmentally friendly.
> Could you have a look at this and put some recommendations together for me to bring to the next management meeting?
> Thanks,
> Pippa

You have done some research about the subject and have some relevant extracts from the research below:

> "Use less paper. Have a rule in the office to go paperless where people can … you could give them a maximum print rule or discuss how they can make notes in meetings without paper."
>
> "Make it fun. Get employees to contribute ideas and be interested. Offer rewards for good practice."
>
> "Small changes are great. Change the lightbulbs to energy efficient ones. This also saves money. And get people to switch lights and computers off when they go home."
>
> "Recycling is a must. So much paper and wrapping is wasted in workplaces. Get recycling programmes, use recycled paper. There are so many different ways you can recycle."
>
> "Working from home is a really great way to help the environment. It cuts down on commuting and use of office materials."

You have been asked to write an email to the Head of HR proposing new strategies for making the company greener. Use some ideas from your notes and any of your own ideas.

Task

Write the email. Write about 250 words.

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