B2+ Business Partner

UNIT 5: LCCI English for Business

Name: _____

LCCI Writing

Situation
You work in a multinational insurance company, Horizons, that has recently started a secondment scheme for staff so that they can accustom themselves to how other regional offices work and learn about their local cultures as well as develop as individuals. You have relocated to the office in New York for three months lately. The global HR Manager has asked you to write a blog post for their intranet.

Email from the HR Manager:

Hi,

I hope your secondment is going well. I've heard you've been in the New York office for two months.

We haven't met but my name is James Haggard and I am one of the global HR managers here at Horizons. I'm based in the London office. One of my responsibilities is to run the company blog and this is why I am emailing.

I wonder if you could write a blog post about your experience in the New York office so far. Just around 250 words. The blog is quite light-hearted so it should focus on not only the differences you've found at work, but also the experience of being in another country.

We'd like something positive and upbeat as we think the secondment scheme is a great opportunity and we want to encourage more people to try it.

Many thanks,
James

Task
Write the blog post. Write about 250 words.

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