

Assignment “Secretary”

Exercise A:

A customer is requesting via email whether we can organise a customised course about language teaching methodologies. How would you handle this request via email?

Explain your answer in less than 100 words. Feel free to produce email examples.

Exercise B:

Please, download a copy of [our Course Guide](#). A potential customer asks you if our “Visiting schools in Italy: seminars and learning in action” can include job shadowing at a local school. It cannot. How do you respond?

Explain your answer in less than 100 words.

Please, submit your written answers to info@teachersrise.eu before the second interview. At the second interview, you will present your 2 answers in less than 10 minutes in total (no slides, no projector, just verbally) and we will have a short discussion about them.