

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 300 words. Feel free to produce email examples.

Exercise B:

A customer asked our Programme coordinator to make a lot of work to create administrative documentation before they could sign their contracts: the customer is now late to pay their invoice and their participants are arriving next week. No money was received! How would you handle this situation?

Explain your answer in less than 300 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.