Certificate in Vocational English  
(Writing Skills: Presenting Information Module) (QF Level 2)

Sample Task
You are Sunny Man, an administration assistant at Dell International. Write an email to your colleague, Victor Tin (Graphic Designer), to remind him of the brainstorming meeting. Use all the information listed in your notes below. Write 130 to 150 words.

Notes

Brainstorming meeting with Victor:
- **Time:** next Tue @11
- **Purpose:** discuss company website design
- **Attach:** list of features of some competitors' websites (good starting point for meeting!)
- **Suggest:** ask graduate trainee, Jo (specialises in D&T & joined Dell last month) to attend this meeting → contribute new ideas
- + Goodwill