



Unit 1 Lesson 9 - Write an email requesting a promotion.



Complete the sentences by giving a suggestion or a recommendation.

- 1 I haven't finished the homework that I need to submit tomorrow.
- 2 I can't sleep early at night. What should I do?
- 3 My younger brother has a bad toothache, but he doesn't want to go to the dentist. What should he do?
- 4 We missed our flight to Hawaii. What should we do?

How about asking help from your parents?

_____.

_____.

_____.



Introduce today's sentences.

Target Language

Grammar Focus

- How to Write an Email Requesting a Promotion



Key Expressions

- I am writing to formally request that I be taken into consideration for the open position of senior graphic designer.
- In the past years, I have acquitted myself of various projects splendidly.



Listen to the teacher and repeat.

Word Focus



promotion



time commitment



qualification



acquit (oneself)



Read the email requesting a promotion.

To: steve_robert@smartdesigns.com
From: aya_adams@smartdesigns.com
Subject: Promotion Request for Senior Graphic Designer

Dear Mr. Robert:

I am writing to formally request that I be taken into consideration for the open position of senior graphic designer. I have been a junior graphic designer for two years. I am confident that my experience, qualifications and acquired skills make me the best person for this promotion.

I understand the responsibility and time commitment that come with a higher role, but I believe that my mastery of design skills will allow me to tackle the challenge. In the past years, I have acquitted myself of various projects splendidly. Thus I believe that I have had enough success in my current position to be considered for a promotion.

I would be very grateful if you consider me for this promotion and thank you again for your time. I would be happy to be scheduled an interview at your convenience.

Sincerely,
Aya Adams
Junior Graphic Designer



Learn the structure of the email requesting a promotion.

To: steve_robert@smartdesigns.com
From: aya_adams@smartdesigns.com
Subject: Promotion Request for Senior Graphic Designer

Dear Mr. Robert:

I am writing to formally request that I be taken into consideration for the open position of senior graphic designer. I have been a junior graphic designer for two years. I am confident that my experience, qualifications and acquired skills make me the best person for this promotion.

I understand the responsibility and time commitment that come with a higher role, but I believe that my mastery of design skills will allow me to tackle the challenge. In the past years, I have acquitted myself of various projects splendidly. Thus I believe that I have had enough success in my current position to be considered for a promotion.

I would be very grateful if you consider me for this promotion and thank you again for your time. I would be happy to be scheduled an interview at your convenience.

Sincerely,
Aya Adams
Junior Graphic Designer



Format

1 Recipient's email address

2 Sender's email address

3 Subject

4 Greetings

5 Body

Reason for writing

Work Experience

Achievements

Schedule a meeting

6 Closing Salutations

Sincerely, / Respectfully,

Name

Position



Learn the expressions.

Expressions

An Email Requesting a Promotion

- An email intended to request consideration for a higher position at the company.

Expressing the reasons for writing the email

I am writing to formally request that I be taken into consideration for the open position of senior graphic designer.

I would like to express my interest in the managerial position at your company.

This is in regard to the vacant position you posted online.

Expressing qualifications for the job


I am confident that I have all the necessary qualifications.

I have been in the company for 5 years.

I have successfully completed many projects with great achievements.

Identify which part of the email the following sentences/ phrases belong to.

- | | | |
|-------|--|-----------------------|
| _____ | 1. Dear Mr. Smith, | a) greetings |
| _____ | 2. Sincerely, | |
| _____ | 3. I am writing to apply for the
account manager position. | b) reason for writing |
| _____ | 4. I am willing to discuss this matter
further at your earliest
convenience. | c) schedule a meeting |
| _____ | 5. I have worked in the company for
5 years. | d) work experience |
| | | e) closing salutation |

 Write T if the statement is true and F if it is false.

- 1 It's alright to leave the subject blank.
- 2 In a formal email requesting a promotion, salutation starts with 'Hi'.
- 3 "Sincerely" is a formal closing salutation.
- 4 The reason for writing the email can be found at the beginning of the body paragraph.
- 5 You should not include your qualifications and accomplishments in writing an email requesting a promotion.



Situation: Your friend is planning to apply for the open position of senior media planner. She needs your help with writing an email requesting a promotion.



To:

From:

Subject: Promotion Request for Senior Media Planner

Dear xxx:

I am writing to formally request that _____.
I have been a junior media planner for _____ years. I am confident that my experience, qualifications and acquired skills make me the best person for this promotion.

I understand the responsibility and time commitment that come with a higher role, but I believe that my mastery of design skills will allow me to tackle the challenge. In the past years,

_____.
I would be very grateful if you consider me for this promotion and thank you again for your time. I would be happy to be scheduled an interview at your convenience.

Sincerely,

Junior Media Planner



Read what we learned today.



Word Focus

- promotion time commitment
- qualification acquit (oneself)

Grammar Focus

- ■ How to Write an Email Requesting a Promotion