

NEW EMPLOYEE ANNOUNCEMENT

Before You Write

Read the new employee announcement. How does the manager organize the information? Check (✓) the correct diagram.

September 15th

Marie Kelt

**T & I
SERVICES**

I am pleased to announce the appointment of Marie Kelt as our new translator for French and Portuguese. Marie joined T & I Services at the beginning of this week.

Marie is a native speaker of French, and she speaks Portuguese and English fluently. She got a Bachelor of Arts degree in translation four years ago.

After that, she worked as a junior translator for a Los Angeles law firm for two years. In her most recent position, she was a translator for an international company in New York City.

Let's all welcome Marie to T & I Services.

Linda Black
Manager

1.

 - Announcement
 - Welcome
 - Work experience
 - Education

2.

 - Announcement
 - Education
 - Work experience
 - Welcome

3.

 - Announcement
 - Education
 - Welcome
 - Work experience

Your First Draft

A Imagine you are a manager. You just hired a new employee for a position with your company. Copy and complete this chart on a piece of paper.

Name of company:	Employee's education:
Name of employee:	Employee's work experience:
Position with company:	Other qualifications:

B Write an announcement about the new employee. Use your notes from the chart and the announcement about Marie Kelt above as a model.

C PAIR WORK Read your partner's announcement. Write answers to these questions.

1. What do you like about the announcement?
2. What information is unclear?
3. What else do you want to know?

Your Second Draft

Use your partner's answers to revise your announcement.