IT 4 Sample Exams, Emails for Tutor

**Examination 1D: Internet & Email (4N1125)**

**Subject: Interview**

Dear Students,

Interviews for the course will take place on 2nd March at 11 a.m. in Room 4 at the centre. We would appreciate it if you could bring the following:

* Photographic ID
* Your PPS Number
* Any completed course certificates
* Your CV

Please let me know if you will be attending the interview.

Kind regards

Your Tutor

**Subject: Meeting**

To Students,

As part of our Team Working project, we are holding a team meeting on 3rd July 2016 from 3 p.m. to 5 p.m. Please bring with you any notes, presentations etc. that you have been working on.

I look forward to seeing you there.

Kind regards

Your Tutor

**Subject: Agenda**

Students,

The Volunteering Meeting will take place towards the end of the month – an email will be sent to all those who have put their names down.

If you would like to see a topic on the agenda, please email this to me in the next week.

I thank you for your cooperation.

Regards

Your Tutor

**Subject: Notes**

Dear Students,

Please see the notes below that were discussed during our class:

How to Dress for a Professional Interview

Men's Interview Attire

* Suit (solid colour - navy or dark grey)
* Long sleeve shirt (white or coordinated with the suit)
* Belt
* Tie
* Dark socks, conservative leather shoes
* Little or no jewellery
* Neat, professional hairstyle
* Limit the aftershave
* Neatly trimmed nails
* Portfolio or briefcase

Women's Interview Attire

* Suit (navy, black or dark grey)
* The suit skirt should be long enough so you can sit down comfortably
* Coordinated blouse
* Conservative shoes
* Limited jewellery (no dangling earrings or arms full of bracelets)
* No jewellery is better than cheap jewellery
* Professional hairstyle
* Neutral pantyhose
* Light make-up and perfume
* Neatly manicured clean nails
* Portfolio or briefcase

Regards

Your Tutor

**Examination 2D: Internet & Email (4N1125)**

**Subject: Summer**

Dear Students,

We are hosting a summer fair here in the grounds of our centre, on June 5th from 10 a.m. to 5 p.m. It will be a great day with interesting workshops to teach us some summer activities. This will include swimming, kayaking, painting, keep fit walking and gardening. There will also be many food stalls. It promises to be a super family day out.

Please email me if you intend to come to the fair.

Kind regards

Your Tutor

**Subject: Sunshine**

To Students,

Please find below tips for using sunscreen:

 Check the SPF for UVB protection. The SPF number indicates how well a sunscreen protects against ultraviolet B (UVB) rays.

Look for UVA protection.

Look for water resistance. Keep in mind that these products are not water-proof. They will still wear off. But they will last longer than typical sunscreens.

Reapply regularly.

Not all sunscreens work as well as they should. Check product reviews.

Regards

Your Tutor

**Subject: Pool times**

Time Session Facility

9:00 am - 3:00 pm Open Swim Pool

3:00 pm - 4:00 pm Family Fun Time Pool

4:00 pm - 6:00 pm Open Swim Pool

6:00 pm - 7:00 pm Adult & Lane Swim Pool

Regards

Your Tutor

**Subject: Beach**

Students,

Bundoran Beach is located approximately 250m north of Bundoran town's main street. It is a sandy beach facing Donegal Bay and the Atlantic bounded on the North and South by rocks and on the east by the promenade roadway. It is popular destination with surfers.

Bundoran is located off the N15 in Southern Donegal.

This beach is lifeguard patrolled during the bathing season. Lifeguard times can be viewed by clicking on the tab above or by checking out the information notice board at the beach.

Let’s plan our trip!

Regards

Your Tutor

**Examination 3D: Internet & Email (4N1125)**

**Subject: Book Club**

Dear Book Club Members,

The Book Club Meeting will take place on the 10th April 2016 at 7 p.m. in the library. Please let me know if you will be attending the meeting. Don’t forget to bring some book suggestions on the night.

We look forward to seeing you there.

Kind regards

Chairman, Book Club

**Subject: Competition**

Dear Students,

Please find below details of a writing competition:

The World Book of Poetry

Deadline: 31 October 2016

Details: Poets are invited to submit poems for the World Book of Poetry. This is a unique opportunity for poets to find a world-wide audience for their work.

Start writing now!

Regards

Your Tutor

**Subject: JK Rowling**

Students,

We are looking for students to write reviews for JK Rowling’s books. Have you recently read one of her books? If you have and you would like to review, please let me know. There is a prize of €50 for the best review.

Kind regard

Your Tutor

**Subject: Creative Writing**

Hi to all,

A creative writing course will start on Thursday. It I open to all students and everyone is welcome. It will be great fun! Pleases email me to register your interest.

I do hope you will join!

Many thanks.

Your Tutor

**Examination 4D: Internet & Email (4N1125)**

**Subject: Concert**

To Students,

The class will be going to a music concert in Dublin this year. There are 3 types of music we can choose from: rock music, classical music or dance music. Please reply to this email and state which type of concert you would like to go to.

I look forward to your reply.

Kind regards

Your Tutor

**Subject: Muse**

The music group, Muse, is performing in Dublin, Ireland at the 3Arena Dublin on 5 April 2016.

Support: Nothing But Thieves

the middle of the arena. This stage design and configuration will give fans a true 360 degree audio/visual sensory experience.

I hope to see you there!

All the best

Your Tutor

**Subject: Trivium**

To Students,

Do you like the music of Trivium? We are looking for students to write a review on this group. If you are familiar with this heavy metal band, would you consider writing a review? Your review, if chosen, will be published in the Rock Magazine.

I await your reply.

Kind regards

Your Tutor

**Subject: Best Music**

Hi Students,

The top selling singles in 2016 so far are:

* "Stressed Out" Twenty One Pilots
* "Roses" The Chainsmokers featuring ROZES 6
* "My House" Flo Rida
* "Hands to Myself" Selena Gomez
* "Work" Rihanna featuring Drake
* "Pillowtalk" ZAYN
* "Summer Sixteen" Drake 6
* "Me, Myself & I" G-Eazy and Bebe Rexha
* "Cake by the Ocean" DNCE 9
* "Piece by Piece" Kelly Clarkson

Regards

Your Tutor

**Examination 4D: Internet & Email (4N1125)**

**Subject: Museum**

Dear Students,

We are planning a trip to the Titanic Museum in Belfast. It promises to be a great day out and I do hope you will join us. Please let me know if you are interested in attending.

Kind regards

Your Tutor

**Subject: Cruise**

To Students,

The Student Committee is planning a boat cruise in Dublin.

The tour begins and ends at the Liffey Dublin Tour mooring in the heart of Dublin – very near both Trinity College (Book of Kells) and the Guinness Storehouse.

The tour is enjoyable for all ages and the boat can take wheelchairs and pushchairs. The boat is enclosed so you will stay warm and dry, even if it rains!

State if you wish to attend this outing. Please let me know by the end of this week.

Thanking you

Chairman, Student Committee

**Subject: Kayak**

Dear Students,

Can you kayak? We are desperately seeking those interested in kayaking to join our Kayaking Team. There are many exciting competitions we would like to take part in and we would love to have you on our team!

Please reply asap, also indicating your availability in the next 6 months.

Regards

Your Tutor

**Subject QE2**

Students,

Information on the QE2:

The Queen Elizabeth 2, or QE2 as she is commonly known was the flagship of the Cunard Line for nearly 40 years. QE2 made her maiden voyage in 1969 and was one of the last great Transatlantic liners. At 70,327 tons and 963 feet long with a top speed of 32.5 knots she is also one of the fastest and grandest passenger vessels ever built. QE2 is the most famous liner in the world. QE2 is now docked permanently in Dubai. The Costa Classica calls in at Dubai once a week so sometimes you can catch QE2 on the webcam.

Kind regards

Your Tutor