1. **FAST FOOD**

Email **Lunch** for the tutor to send to students:

Hi Students,

Please find the attached lunch menu. Please email me with your 1st choice.

Kind regards

Your Tutor

(See separate menu attachment if you wish to attach)

1. **DUBLIN ZOO**

Email **Zoo Trip** for the tutor to send to students:

Hi Students,

Please find attached map of Dublin Zoo. Please send me an email with information about the animals you would particularly like to see.

Kind regards

Your Tutor

(See separate zoo map attachment)

Email **Group Visits** for the tutor to send to students:

Hi Students.

Here is some information about group visits to the zoo:

* Dublin Zoo is a great day out for groups of all ages and interests.
* Dublin Zoo offer discounts on entry prices for groups of 10 or more.
* Take a look at what’s on offer for group organisers, school parties, tour operators and coach drivers...
* Free entry for group organiser and coach driver\*
* Free familiarisation visit for group organiser
* €10 meal voucher for coach driver of group to be used in Meerkat restaurant\*\*
* Fast track entry and restaurant bookings available
1. **COFFEE**

Email **Coffee** for the tutor to send to the students:

Hi Students,

We are hoping to organise some Coffee Mornings to raise funds for charity. Find the attached information. Please indicate if you will be able to hold a Coffee Morning, with a possible date.

Kind regards

Your Tutor

(See separate coffee morning information attachment)

1. **JOB HUNTING**

Email **Interview** for the tutor to send to students:

Hi Students.

Your interview for the Volunteer Assistant will take place on Tuesday 2nd February at 4pm in the Hillview Hotel. Please indicate if you will be able to attend this interview.

Kind regards

Your Tutor

1. **ART**

Email **Art gallery** for the tutor to send to students:

Hi Students,

You are welcome to join us for a day at the National Gallery of Ireland. Please find the attached information on Gallery opening hours. Please email me if you are interested in this trip and which date in December would suit you best.

Kind regards

Your Tutor

(See separate attachment gallery\_opening\_hours)

Email **Hugh Lane Gallery** for the tutor to send to students:

Hi Students,

After our trip to the lovely Hugh Lane Gallery in Dublin, please let me know which artwork you liked the most. Give reasons why this particular one was your favourite.

Thanks; I appreciate it!

Kind regards

Your Tutor

1. **DUBLIN**

Email **Dublin** for the tutor to send to students:

Hi Students,

Please find the attached list of attractions in Dublin. Decide which attraction you would most like to see and send this information in an email. Attach a picture of the attraction.

I look forward to hearing from you.

Kind regards

Your Tutor

(See separate attachment dublin\_attractions)

Email **Science Gallery** for the tutor to send to students:

Hi Students,

Here is information about the Science Gallery:

* Phone: +353 1 896 4091
* Email: info@dublin.sciencegallery.com
* Twitter: @SciGalleryDub
* Admission is free

I hope you will visit the Gallery!

Kind regards

Your Tutor

(See separate attachment science\_gallery\_map)

Email **Shopping** for the tutor to send to students:

Hi Students,

Would you like to go on a shopping trip to Dundrum Shopping Centre? See details:

Dundrum Town Centre

Address: Sandyford Road, Dundrum, Dublin 16

Telephone: (01)2991700

Email: info@dundrum.ie

Kind regards

Your Tutor

1. **FACEBOOK**

Email **Facebook Page** for the tutor to send to students:

Hi Students,

We are creating a Facebook page for our IT class. We are in the process of writing the profile of your group and it’s important that all students contribute to this. Please give one sentence that describes our IT group and email it to me.

Kind regards

Your Tutor

Email **Twitter** for the tutor to send to students:

Dear Students,

Please read the information below:

Twitter is a service for friends, family, and co-workers to communicate and stay connected through the exchange of quick, frequent messages. People post Tweets, which may contain photos, videos, links and up to 140 characters of text.

Kind regards

Your Tutor

Email **LinkedIn** for the tutor to send to students:

To Students,

Would you like to create a Linked In profile? There is a LinkedIn workshop taking place on Wednesday 11th May from 3pm to 5pm. Please let me know if you would like to attend this workshop.

Thank you.

Regards

Your Tutor

1. **SAMPLE EXAMINATION**

Email **Course** for the tutor to send to students:

Hi Students,

The online typing course starts this Friday at 2pm in the centre library. Spaces are limited so please reply as soon as possible to express your interest. The course is 2 hours long and will run for 5 weeks. The cost is €130.

Thanks!

Kind regards

Your Tutor

Email **Competition** for the tutor to send to students:

Dear Students,

The annual gardening competition will take place in the month of July. If you wish to enter, please attach at least 3 photographs of your garden with an explanation of why you have a winning garden.

I look forward to hearing from you.

Regards

Your Tutor