

Candidate 7

ESOL National 5 Writing: Work

Dear Manager

I heard that the company is planning a programme of training events and also looking for feedback on what training would be more ~~helpful~~ helpful.

As a worker on this company I was very interested on this programme and I wanted to share my feedback with you.

In my opinion I think that the most important would be Health and Safety as our workers should be trained and equipped with the correct equipment in order to fight any hazards and also prevent them (for example a fire)

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In case of any fire we should be trained in order to follow the right instructions and prevent any injuries or even deaths.

The next point that I consider vital is having a dress code.

Our company ~~is~~ ~~now~~ has a very good image towards the public and we want to continue like this, this is why I think we need to ~~continue~~ have a dress code, so our staff ~~wears~~ ~~a~~ nice ~~looking~~ dresses correctly towards our customers.

Having a correct dress code would also ~~help~~ help towards our customer care/service.

A good customer service would rise our company's image and attract more customers which would also increase our sales.

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The company has a very old technology which makes it hard for the staff to work on, when trying to do online sales or contacting with our suppliers via e-mail. Due to this reason I would ask you if you could buy better computers so the staff can work better.

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Thank you very much for your attention and I hope you have a nice day.