

Ask for headsets

WE1 | Fresh task | Share only your email with Pat

Imagine it is Monday 19 October 2026. You are writing to Pat, a familiar office colleague. Use these facts to write a new request. Do not show this page to Pat.

1. Read your facts

You need: six working headsets for online training on Thursday 22 October, 09:00-11:00 London time.

Collection: reception, by Wednesday 21 October at 16:00 London time, so you can test them.

Reply: ask Pat to reply by Tuesday 20 October at 12:00 London time, confirming availability and collection arrangements. If six are unavailable, ask how many Pat can supply.

Your backup: you already have two suitable headsets of your own. If Pat can supply four, that is enough. Do not assume Pat has any until Pat replies.

2. Write your email

Subject: _____

3. Read, reply and check

Send your email to Pat. Answer any questions. Read Pat's offer and decide if it works. Reply to confirm how many headsets you will collect, where and when. Explain how you will have enough for the training.
