

Viktoria, Julian, Chaima, Aylin, Michelle (Group 3)

Subject: Move to Beauchamp

Dear CEO,

No comma here in English.

Wwe had a meeting and the result was, that it is a very good idea to move to Beauchamp. But we need to inform the employees, why it is important to relocate our production to Beauchamp.

Because 60% of our employees are against relocation.

Also, we can find new employees in Beauchamp, because **theyre** are many young people **there**.

In addition, it is better to have the head office near the factory, because it will decrease our cost.

Sincerely yours, Vice President

In real life, of course, you would sign with your name.

It is very informal and rather bad style to start a sentence with 'because'.

Josefine, Svenja, Thomas, Vivien, Vanessa K (Group 3)

Subject: Rrelocation from Paris to Beauchamp

Dear CEO,

A good rule is: capitalise all the words except for *and*, *or* and prepositions.

You may also capitalise these other job titles.

Aafter having a meeting with the Vice **P**resident, the head of production, the head of staff council, and with the business consultant, we came to the conclusion, that a relocation of InStep will be more sustainable for the whole company.

You may consider ~~to keep~~**keeping** a meeting- and show-room in Paris ~~for keeping~~**in order to keep** up the good image.

Your's sincerely,

The head office

Clemens, Frank, Lena (guest), Robert, Stefan (Group 3)

Subject: Conclusion ~~for~~**about** relocating

Dear C.E.O.,

Today's staff meeting ended with **the** following conclusions:

- hire new business consultant
- workers get the same money
- ~~the~~ relocating is fine, but **under some aspects**
- hire new staff
- **old workers get more**

That doesn't seem to make sense. Maybe '...with some reservations'

I don't understand you. You seem to have been very tired.

Yvette, Nadja, Nga, Vanessa W, Linda (Group 3)

Subject: Relocation of the head office

Dear Mr. ...,

I would like to sum up the results of today's meeting.

Denglisch

The attendees decided to ~~realise the relocation of~~ **relocate** the head office. The reason was obviously the company's future. To satisfy the staff, ~~there will be made~~ a list ~~with of~~ good schools and ~~childyards~~ **nurseries** as well as offers ~~for of~~ flats and houses **will be made**. In the nearer future, ~~possibilities~~ **opportunities** for further training should be offered in Beauchamp. ~~You can~~ **Please** find the meeting minutes attached.

Denglisch

That sounds rude.

Kind regards,

Stephanie, Max, Jessica, Julia (Group 4)

Subject: [none]

There should be a subject.

'... and me' is colloquial speech. In a business letter I'd prefer the more formal and grammatically correct '... and I'.

Dear Mr. Wards,

This morning, Ms. Söldner, Ms. Sykura, Ms. Stampfer and ~~me I~~ met ~~for a meeting~~ to discuss our relocation to Beauchamps. Ms. Stampfer ~~was~~ **addressed** the ~~concerns of~~ our employees' **concerns** and ~~their~~ fears regarding the move. The majority of our staff **have** expressed that they are against the move in a recent survey.

Doppelt gemoppelt!

I love you :-)



We are therefore planning to inform them of all the benefits we see in moving away from Paris and to make Beauchamps a more attractive option for all of our employees.

It would also be very important to ~~ensure~~ **assure** staff of job security.

Warm regards,

Max Tauer

You're probably not planning to cuddle with your CEO. 'Best regards' would be ok, or 'Yours sincerely', if you want to be polite.

Louisa, Alberto, Sebastian, Dominique (Group 4)

Subject: [none]

No subject, no fun.

Dear Mr Smith,

We would like to inform you about our meeting ~~at on~~ the 17th of November in Paris.

We ~~were~~ **discussed** the relocation of our subsidiary to Beauchamp.

After ~~thea~~ speech ~~from of~~ the Head of Staff Council and ~~some the~~ suggestions ~~from of~~ the Business Consultant, we came to the conclusion to find a ~~middle point~~ **compromise** that includes giving attractive incentives to the workforce, improving ~~the~~ communication (explaining the relocation) and, if ~~its~~ possible, to adjust the situation.

This sentence may be too involved.

So all in all we prefer relocating ~~gen~~ to Beauchamp to save the future of InStep.

You can say 'to meet in the middle', but then you'd have to change the whole sentence.