

To: Lakeview School Student Council Executive
Cc: Ms. Chan, Teacher Advisor
Subject: Emergency Meeting about Welcome Winter Carnival

Dear Student Council Members,

I've just learned that the gymnasium is unavailable for the Welcome Winter Carnival planned for November 27. I've scheduled an emergency Student Council Executive meeting for Tuesday, October 14 in Room A10 at 12:15 p.m. Let's discuss these items at the meeting:

1. rescheduling the carnival
2. advertising and promotion plans
3. contacting volunteers who are organizing activities for the carnival

Let me know whether you can attend.

Thanks.

Pat

Activity

Following the emergency meeting, the president of the Student Council sent an e-mail message to the president of the school's Parents' Council—a person whom the Student Council president had never met. Read the following formal e-mail message. Note any differences in format and content compared to the e-mail message sent to the Student Council Executive members. Make a T-chart in which to record any differences and the reasons for these differences.

To: Mr. John Kozelko, Lakeview School Parents' Council President
Cc: Ms. Chan, Teacher Advisor
Subject: Invitation to the Rescheduled Welcome Winter Carnival

Mr. Kozelko:

Due to a priority booking for our school's gymnasium on November 27, the Welcome Winter Carnival has been rescheduled to December 4, 2009 from 11:30 a.m. to 1:00 p.m. in the gymnasium at Lakeview School.

The Welcome Winter Carnival will feature enjoyable activity centers for students and will raise money for our local children's hospital. Please forward an invitation to all members of the Parents' Council Executive to attend this wonderful traditional event at our school.

Thank you for supporting our Welcome Winter Carnival. Should you have any questions or concerns, contact Ms. Chan at 555-1398.

Please confirm receipt of this message.

Kind regards,
Pat Bennett
President
Lakeview School Student Council
patbennett@realworld.com