



ÇAĞ UNIVERSITY
HIGHER VOCATIONAL SCHOOL
2024 – 2025
SPRING SEMESTER

WRITING TASK 1

GRADE	/10
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FULL NAME	
STUDENT NUMBER	
MAJOR	
DATE	

Content (0-2)	Organization (0-2)	Grammar & Vocabulary (0-2)	Mechanics (0-2)	Creativity & Originality (0-2)	TOTAL

Write an Email About a Workplace Hazard

Task: Imagine you are a safety officer. Write a short email to your manager about a safety problem in the workplace. Use simple and polite language.

Model Email:

Subject: Safety Hazard in the Warehouse

Dear Mr. Brown,

I want to inform you about a safety hazard in the warehouse. There is water on the floor, and it is very slippery. This can cause accidents. Can we clean the area and put a warning sign?

Best regards,
John Smith
Safety Officer