

Name: \_\_\_\_\_

Date: \_\_\_\_\_



Hi Michael, it's Carla Wright from Highlands Construction's **personnel department**. We received your application for Quality Controller and would like to offer you an **interview** on either May 1 or May 2. Please let me know which date is best for you. After that, I'll send you a **confirmation** of the date by an express letter. I left a message two or three days ago about this, but got no **response**. If I don't hear from you within 24 hours, I'll **assume** you're no longer interested in the job. Please call me at 617 - 555- 2389 extension 14 or on my cell phone 617 - 555- 2344. You can email me at [cwright@highland.com](mailto:cwright@highland.com). **Unfortunately**, our office fax machine is currently being repaired.

1. I have an interview \_\_\_\_\_

2. Please confirm \_\_\_\_\_

3. I assume \_\_\_\_\_

4. A lot of people assume \_\_\_\_\_

5. You should not assume \_\_\_\_\_