

HANDOUT: Project Schedule Emails (3 pages)
Skill Builder: Key Words & Phrases, Skimming, Scanning

IN THE WORKPLACE: Email is used across the trades to discuss project details, apply for jobs, communicate project status, and even order parts. Being able to scan email quickly and accurately to locate key specifics is an increasingly important part of the job.

Refer to the **Project Schedule Emails** between Sam, the company owner, and Alex and Jane, project managers, to complete the tasks and locate the answers to the questions.

1. Using both emails, complete the calendar on the next page showing all of the tasks mentioned and which project each is associated with.
2. What and when are the tasks that Sam has to complete?

3. Sam needs to schedule a trip to Moose Jaw before the end of the month. The trip needs to be 3 consecutive days and the team there doesn't work weekends. When is the first available day that the trip can start?

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Project Schedule Emails

Email 1:

From: Alex Water
<alex@samsco.com> Sent:
Thursday, May 6
Subject: Green Street update

Hi Sam,
Architect meeting confirmed for this Monday to review. I can handle it but you need to be in our office the next day to sign agreement. Building permit still on track for end of next week. Crew scheduled to take space the following Wed. Will be good if you were here for usual talk.

Alex

Email 2:

From: Jane Partner
<jane@samsco.com> Sent:
Thursday, May 6
Subject: Uptown Tower update

S:
Work crew orientation was yesterday and full on excavation starts today. Lumber scheduled for Monday 17 but I think it's too soon. Going to push it out 2 weeks. I called Tues and cancelled but they're going to want you to call to confirm that's the 2nd delay. They need the call 7 days minimum before the original delivery.
And, owner of office next door likes our work and wonders if you can stop in and see them when you're on site next Thurs? That's it.
J