

Getting Ready for The Games

From: Dawn Turner	Date: 24/08/2017 09:29
Subject: Powerlifting Warm Up Area	
To: Steve Hickson; Sarah White; Draymond James	
<p>Hi all,</p> <p>We're getting pretty close to the event now, so it's time to iron out some of the last details. Steve and Sarah, you'll be the two people in charge of the warm up area in the arena while the competition is actually taking place. I've included Draymond in this because he's the man responsible for setting up and taking down anything used in the event space. He knows the arena better than anybody. Any problems on event day will be handled between the three of you.</p> <p>Now that's out of the way, I've got three things to discuss with you all.</p> <ol style="list-style-type: none">1) Who goes where? To my knowledge no one has had a problem with their position in the warm up area at any of the previous Games, so I don't think we'll have a problem here in Toronto. However, as Romania and Ukraine are at their first games, I thought it might be nice to have them near the start of the ramp up to the stage. That way they will get to take in the Canadian Invictus atmosphere, even as they warm up. What do you think?2) Drinks and food. Sarah, you said you were sorting this. Where are we at with refreshments for the teams while they are backstage?3) Have we got somewhere to store the weights, bars and benches in the arena in the days before the event? If we have, is it nice and close to the warm up area? That would make setting up a lot easier for everyone. <p>Thank you all so much for the work you have already done for this. I'm so excited for the Games to start!</p> <p>Kind regards,</p> <p>Dawn Turner</p>	

From: Sarah White

Date: 24/08/2017 10:03

Subject: RE: Powerlifting Warm Up Area

To: Dawn Turner; Steve Hickson; Draymond James

Hi Dawn and Steve. Pleased to be introduced to you, Draymond.

Quick answers to your questions Dawn:

- 1) Yes, I've heard it's been really good-natured in previous years. The athletes all used to be members of the armed forces so there's a good amount of respect and friendship between teams. I think the Ukraine/Romania idea is great. We also want to make sure that the Canadian team is somewhere away from reporters. They are likely to be the most 'popular' team, so giving them an area of peace and quiet might be good for them when they are getting ready to compete.
- 2) Drinks and food are all done. We've been lucky enough to get it all from sponsors and donations, so we're all sorted. I'll arrange for my team to lay out the food etc. on the day.
- 3) Draymond is going to be the man to answer this question.

I hope this helps!

Sarah White

From: Steve Hickson	Date: 24/08/2017 10:42
Subject: RE: Powerlifting Warm Up Area	
To: Dawn Turner; Sarah White; Draymond James	
<p>Hi everyone,</p> <p>Ideas about Romania, Ukraine and Canada are all a thumbs up from me. Have we remembered to set aside an area for massage?</p> <p>If I remember correctly, there are several spaces to store things underneath the stands at the arena. It just depends if other event teams have got to them first!</p> <p>If I think of anything else, I'll let you know.</p> <p>Kind regards,</p> <p>Steve</p>	

From: Draymond James	Date: 24/08/2017 14:55
Subject: RE: Powerlifting Warm Up Area	
To: Dawn Turner; Sarah White; Steve Hickson	
<p>Hi folks,</p> <p>Lots of space for your stuff. Can bring stuff in from 2 days before.</p> <p>Sorry to be quick. Big concert tonight!</p> <p>Draymond James</p>	

Getting Ready for The Games – Challenge Activity

Section A

Match each piece of information to the person who sent the email.

Heading

1. Sarah White
2. Dawn Turner
3. Draymond Jones
4. Steve Hickson

Quote from text

- a) Is in charge of the warm up area with Sarah.
- b) Is responsible for setting up and taking down.
- c) Is in charge of organising food.
- d) Is the manager.

Section B

Tick the correct answer.

The emails were all sent on 24th of...

April

August

October

September

Which are the two countries competing for the first time?

Romania & UK

Ukraine &
Romania

Romania &
China

Ukraine & UK

What is it that Dawn needs to store in the arena? (Tick all that apply)

weights

bars

flags

benches

What does Steve think they should also organise?

team area

water bottles

massage area

toilets

Why did Draymond have to be quick in his email?

Had lots of
emails to send

He didn't
know the
answers

He was late

Preparing for a
big concert

Getting Ready for The Games – Challenge Activity

Section C

Decide whether the following statements are true or false. Correct the false statements in the space below.

Statement	True	False
Steve knows the arena better than anybody.		
Dawn sent the first email at nine twenty-nine in the morning.		
There have been problems with positions in the warm up area during previous Games		
Toronto is in America.		
There are several spaces to store things underneath the stands at the arena.		

Section D

Fill in the table using information from the text.

	Time of email	Job Role	Summary of email sent
Dawn			
Sarah			
Steve			
Draymond			