

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>	

Section C

7. What does Dawn mean when she writes 'it's time to iron out some of the last details'? (C1/2a)

8. Use a dictionary to find out what 'regards' are. (L3)

9. Summarise each of Dawn's three points in one word. (S2/2c)

10. Which of the writers is the most rushed? How can you tell from the *way* they have written their email? (C7)

11. What does Steve Hickson mean when he says Dawn's ideas are 'a thumbs up from me'? (C1/2a)

12. Look again at the three replies. If Dawn were to send another email replying to what the others have said, what might it include? Find a sentence from one of the emails which explains your answer. (P2/2e)

Section D

13. What does the 'RE:' before 'Powerlifting Warm Up Area' mean in Sarah White's subject line? (T4)

14. Why do you think the Canadian team are 'likely to be the most 'popular' team'? (P5/2d)

15. Is Steve's reply sent at 10:42 a.m. or p.m.? How do you know? (C6/2b)