Task 1: - Letter (150 words – 30 min)

An American colleague is coming to take over your responsibilities. Write him a formal e-mail to inform him:

* About the daily routine at the work place and the procedures he/she will be involved in
* His responsibilities and daily agenda
* Who to contact in case of any inconveniences

Task 2: composition (300 words – 60 minutes)

Choose one of the following tasks:

1. It should be forbidden to use species of animals for research purposes and cruel experiments?
2. What is the effect of deployment on military families? Elaborate on this topic.

When you finish writing, save the document, include your last name in the name of the document and e-mail it to: [magdalena.mankova@unob.cz](mailto:magdalena.mankova@unob.cz)

**Deadline Thursday May 10, 8:00 AM.**