You have been doing a work placement at an institution in your field of work in Leicester, England, for the past two weeks. The first couple of weeks are often difficult, so you have discussed the introduction of a buddy system with your colleagues. You have talked to your boss about this idea, and she has asked you to email her with details.

In your **email** you should:

- specify problems for new employees at your workplace
- suggest what a buddy system could look like in your field of work
- point out the benefits of a buddy system for the institution

Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen.

Email

From:

Number of words:

To: *t.stopard@epl.co.uk*

Subject: