

CLB 5 / 6

SURVIVAL ENGLISH

HEALTH AND WELLNESS

SAFE HAVEN EMPLOYMENT ENGLISH PROGRAM WRITING

Writing an Email to Ask for
Time Off for Health Reasons



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SAFE HAVEN EMPLOYMENT ENGLISH PROGRAM

Writing an Email to Ask for Time Off for Health Reasons

TASK OBJECTIVE

Learners will be able to **write** a **clear email** to a supervisor to **ask for time off work** and **explain** the reason for the **request**.

CLB INDICATORS OF ABILITY FOR ASSESSMENT & TASK CONDITIONS

CLB 5 – III

Getting Things Done

Write short business or service correspondence for routine personal needs.

[Writing is about 1 paragraph]

- Conveys a sense of audience in language and format
- Conveys the message clearly

Profile of Ability

The writer can:

- Write short, simple to moderately complex descriptions, narrations, and communications about familiar, concrete topics related to daily life and experience.

Feature(s) of Communication

When the communication is:

- On a familiar and personally relevant topic
- Intended for a familiar audience
- Relatively short
- In moderately demanding contexts

CLB INDICATORS OF ABILITY FOR ASSESSMENT & TASK CONDITIONS (CONT.)

CLB 6 – III

Getting Things Done

Write short business or service correspondence for routine purposes. [Writing is about 1 paragraph]

- Conveys a sense of audience in language and format
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The writer can:

- Write short, moderately complex descriptions, narrations, and communications about familiar, concrete topics relevant to personal interests and experience.

Feature(s) of Communication

When the communication is:

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- Relatively short
- In moderately demanding contexts

ASSESSMENT TASK

Write an email to your supervisor to ask for time off work for health reasons.

INSTRUCTOR NOTES

This writing task helps refugee claimants build the professional writing skills needed to request time off for health reasons in a clear, respectful, and confident way. It supports the development of workplace language by emphasizing appropriate tone, structure, and vocabulary for expressing personal needs in an email. The task also encourages learners to practice written self-advocacy and workplace problem-solving, fostering greater independence and preparedness for employment in Canada.

Many refugee claimants are new to the Canadian workplace culture and may feel uncertain about how to communicate health needs or request time off appropriately. Learning how to write such emails helps them protect their rights, manage their health, and maintain positive relationships with employers. This task supports their ability to advocate for themselves and adjust to the expectations of working in Canada, which is essential for their long-term settlement and success.

OVERVIEW OF SAMPLE SKILL-BUILDING ACTIVITIES TO ADDRESS TASK CRITERIA

Sample Activity 1

WHAT WOULD YOU DO IF...?

Introducing the Task

Sample Activity 2

WRITING SUBJECT LINES FOR WORK EMAILS

Conveys a sense of audience in language and formats

Sample Activity 3

EMAIL GREETING AND CLOSING

Conveys a sense of audience in language and format

Sample Activity 4

INTRODUCE YOURSELF AND YOUR POSITION

Conveys the message clearly

Sample Activity 5

STATE THE PURPOSE OF THE EMAIL AND MAKE A POLITE REQUEST

Conveys the message clearly

Activity 6

EXPLAIN A HEALTH PROBLEM IN AN EMAIL TO YOUR SUPERVISOR

Conveys the message clearly

Assessment Task

Write an email to a supervisor to ask for time off due to health reasons

STRATEGIES TO ADDRESS THE SAFE HAVEN CURRICULUM'S GUIDING PRINCIPLES

Universal Design for Learning

- **Embedded:** The task uses a clear structure with step-by-step instructions and model language to support learners at varying proficiency levels. Multiple means of engagement (e.g., brainstorming, templates, visual aids) support different learning styles.
- **Suggested:** Provide a visual template of a professional email (with color-coded parts: greeting, body, closing). Offer sentence starters or word banks with modal verbs and workplace vocabulary. Allow learners to write by hand or type the email, depending on their comfort level.

Trauma-informed Practices

- **Embedded:** The topic is approached with sensitivity, encouraging learners to share only what they feel comfortable disclosing. The task reinforces learners' autonomy and control over how much personal information they include.
- **Suggested:** Begin with a discussion about boundaries and privacy when communicating health concerns at work. Offer optional personal scenarios or fictional situations to write about if learners are uncomfortable using real-life experiences. Provide a calm, low-pressure environment, and normalize needing time for health and well-being.

Relevant Content

- **Embedded:** The task is rooted in a realistic and common workplace situation that learners may encounter in Canada. Language and context are directly applicable to entry-level jobs, supporting learners' daily lives and employment goals.
- **Suggested:** Have learners discuss their own job experiences (past or present) where health impacted work attendance. Invite a guest speaker (e.g., employment counselor or HR rep) to explain policies on sick leave in Canadian workplaces.

STRATEGIES TO ADDRESS THE SAFE HAVEN CURRICULUM'S GUIDING PRINCIPLES (CONT.)

Community Engagement & Classroom Connections

- **Embedded:** The task builds communication confidence and self-advocacy, helping learners interact more effectively with supervisors and coworkers. The role-play or group review portion of the email helps learners connect with peers.
- **Suggested:** Facilitate peer review where learners give respectful feedback on each other's email drafts. Encourage learners to share strategies they've used (or seen used) to talk to managers about health and time off. Create a class "resource board" with tips or model phrases for professional communication.

Accessibility

- **Embedded:** Instructions are written in plain language, and the task provides clear formatting guidelines to reduce cognitive load. Visual organizers (e.g. email outlines, flowcharts) can support learners with processing challenges.
- **Suggested:** Offer audio versions of the instructions and/or example emails. Use screen readers or speech-to-text tools for learners with visual or physical impairments. Allow extra time for learners who need it, and give instructions both verbally and in writing.

Inclusivity, Diversity & Unity

- **Embedded:** The task honors diverse health experiences and personal boundaries, ensuring learners are not required to disclose private information. It is adaptable to different cultural norms around health, work, and communication.
- **Suggested:** Encourage discussions about how health issues are handled in workplaces across cultures, promoting cross-cultural understanding. Allow learners to choose the tone of the email that aligns with their communication style while meeting professional standards. Reinforce that all health needs—mental or physical—are valid and deserving of respect in the workplace. .



Writing

CLB 5

Theme	Survival English - Health and Wellness
Task	Write an email to your supervisor/manager to ask for time off for health reasons
Competency	III - Getting Things Done

Name: _____

Date: _____

	Holistic Your reader can...	Yes (2)	Not Yet (1)
*	Read your email and understand the reason for your request.		
	Analytic You can...	Yes (2)	Not Yet (1)
	Write a short and clear subject line.		
	Start your email with a polite greeting.		
	Introduce yourself and your position at work appropriately.		
*	State the purpose of your email and make a polite request to have some time off work.		
*	Explain the health problem that you have.		
	End your email with a polite closing.		

Total

_____ / 14



Writing

CLB 5

Continue

For next time

This task was **easy** / **so-so** / **difficult** for me, because...

Success = 70% including starred* criteria

Successful overall in this task?

Yes

Not yet



Writing

CLB 6

Theme	Survival English - Health and Wellness
Task	Write an email to your supervisor/manager to ask for time off for health reasons
Competency	III - Getting Things Done

Name: _____

Date: _____

	Holistic Your reader can...	Yes (2)	Not Yet (1)
*	Read your email and understand the reason for your request.		
	Analytic You can...	Yes (2)	Not Yet (1)
	Write a short and clear subject line.		
	Start your email with a polite greeting.		
*	Introduce yourself and your position at work appropriately.		
*	State the purpose of your email and make a polite request to have some time off work.		
*	Explain the health problem that you have.		
	End your email with a polite closing.		

Total

_____ / 14



Writing

CLB 6

Continue

For next time

This task was **easy** / **so-so** / **difficult** for me, because...

Success = 70% including starred* criteria

Successful overall in this task?

Yes

Not yet

Learner Self-Assessment of Task Criteria

Student's Name:

<p>I can write a well-formatted email.</p>	<input type="checkbox"/>
<p>I can introduce myself and my work position.</p>	<input type="checkbox"/>
<p>I can state the purpose of writing the email.</p>	<input type="checkbox"/>
<p>I can make polite requests.</p>	<input type="checkbox"/>
<p>I can explain the health problem to my supervisor.</p>	<input type="checkbox"/>

Sample Activity 1: What Would You Do If...? (Introducing the Task)

Instructions:

1. Read each situation carefully.
2. With a partner or small group, discuss:
 - *What would you do?*
 - *How would you tell your supervisor?*
 - *Would you call, email, or say it in person?*
3. Write your answer in 1–2 sentences below each scenario.

Situations

1. You wake up with a fever and sore throat. You're scheduled to work in a restaurant.

What would you do?

→ _____

2. You start to feel very dizzy and sick in the middle of your shift.

What would you do?

→ _____

3. You have a dentist appointment that cannot be changed, but it's during your work hours.

What would you do?

→ _____

4. Your child is sick and can't go to school. You need to stay home with them.

What would you do?

→ _____

5. You are feeling very stressed and tired. You need a mental health day to rest.

What would you do?

→ _____

6. You forgot to tell your supervisor about your doctor’s appointment today. Now it’s one hour before your shift.

What would you do?

→ _____

7. You are not sick, but you have a bad headache and feel uncomfortable working.

What would you do?

→ _____

8. You had surgery recently and your doctor says you need 3 more days to rest.

What would you do?

→ _____

9. You want to ask for time off in two weeks for a medical check-up.

What would you do?

→ _____

10. You just started a new job, but on your third day, you feel very sick.

What would you do?

→ _____

11. You don’t speak English very well, and you want to ask for time off.

What would you do?

→ _____

12. Your co-worker is coughing a lot at work, and you are worried about getting sick.

What would you do?

→ _____

Sample Activity 2: Write Subject Lines for Work Emails

(Conveys sense of audience in language and format)

Instructions for Teachers on How to Approach the Criterion:

1. Write this subject line example on the board: Question

Ask students:

- *Is this subject line clear or unclear?*
- *What is the email likely about? Can you tell just by reading it?*
- *How would a busy teacher, manager, or coworker respond to this kind of subject line?*

2. **Explain:** In professional or school emails, a clear and specific subject line helps the reader know right away what the message is about. In Canadian workplaces (and in school), people often receive many emails each day. A short, direct subject line shows professionalism, respect for the reader's time, and helps your message get noticed and answered quickly.

Step-by-Step Strategies for Students:

1. Understand the Purpose of the Email

Before writing the subject line, ask yourself:

- Why am I writing this email?
- What do I want the reader to do or know?

Practice:

Students brainstorm reasons they might email an employer (e.g., asking for help, confirming a meeting, reporting a work incident).

2. Choose 3–6 Clear Words That Describe the Email

Use specific words that describe the content, such as:

- Assignment Extension Request
- Meeting Confirmation for Monday
- Feedback Needed on Report

Good Examples:

- Request for Time Off – August 25
- Problem with Internet Connection

Unclear Subject lines:

- “Help!”
- “Important!!!”

Practice:

Give students vague subject lines and ask them to rewrite them to be more specific and helpful.

3. Use Proper Capitalization and No Extra Punctuation

Teach students when to use lower-case or upper-case letters in the subject line. Avoid all caps or excessive punctuation.

Good Example:

- Group Project Update – Final Slides Attached

Not Professional:

- “PROJECT SLIDES!!!!!!”
- “hi just sending my work”

Practice:

Students edit poorly written subject lines to correct capitalization and punctuation.

4. Match the Subject to the Email Content

The subject line should clearly reflect the message inside the email.

Example:

Subject line: Homework Help – Chapter 4 Questions

Content: Email is about a request for help with Chapter 4 homework.

Practice:

Students are given sample email bodies and asked to write an appropriate subject line for each one.

Sample Activity 2: Write Subject Lines for Work Emails

(continued)

Instructions:

1. Read each workplace email message below. Then, write a short and clear subject line (2–6 words) that matches the email content.
2. Remember to:
 - Be specific
 - Use professional language
 - Use correct capitalization
 - Avoid slang, emojis, or vague words like “Hi” or “Important”

Email 1:

Your Subject Line: _____

Hi Maria,

I wanted to let you know that I will not be at work on Thursday because of a medical appointment. Please let me know if you need any documentation.

Thanks,

Nina

Email 2:

Your Subject Line: _____

Hello Mr. Wong,

I’ve attached the first draft of the monthly sales report for your review. Please let me know if you have any feedback or changes you’d like me to make.

Sincerely,

Ahmed

Email 3:

Your Subject Line: _____

Hi Samira,

Could we reschedule our team meeting from Thursday to Friday afternoon? I have a conflict that day and want to make sure I don’t miss anything important.

Thanks,

Kevin

Email 4:**Your Subject Line:** _____

Dear HR Team,

I noticed that my paycheque for this month seems to be missing some overtime hours. Could you please review it and let me know if there was an error?

Best regards,
Yuki

Email 5:**Your Subject Line:** _____

Good morning,

I'm interested in attending the First Aid training session next week. Could you please confirm the date, time, and location?

Thanks,
Carlos

Email 6:**Your Subject Line:** _____

Hi Rina,

I enjoyed working with you on the presentation today. Could you please send me a copy of your slides so I can review them before we finalize everything tomorrow?

Thanks,
Jordan

Email 7:**Your Subject Line:** _____

Dear Manager,

I would like to request vacation leave from September 2 to September 6. Please let me know if this time is approved or if I need to adjust the dates.

Kind regards,
Lucia

Sample Activity 3A: Start your Email with a Polite Greeting

(Conveys a sense of audience in language and format)

Instructions for Teachers on How to Approach the Criterion:

1. **Write this sentence on the board:** *Hey, I need you to send me that report.*

2. **Ask students:**

- *Is this a formal or informal greeting?*
- *Is this appropriate for the workplace?*
- *How would you feel if you received this email from your coworker or supervisor?*
- *How could we make this more polite and professional?*

3. **Explain:**

In Canadian workplaces, how you start an email depends on who you are writing to.

- Use a formal tone when writing to someone you don't know well, or in professional or official situations (e.g., your supervisor, HR department, a client).
- Use a semi-formal tone when writing to colleagues or people you know in a professional setting, but not personally.
- Avoid informal greetings in workplace emails unless you're very familiar with the person and it's appropriate to the company culture.

A polite greeting shows professionalism and respect in both formal and semi-formal situations.

Step-by-Step Strategies for Students:

1. Use a Polite Greeting Line

- ▶ Formal Greetings (use with a manager, HR, or someone you don't know well):
 - *Dear Mr. Lee,*
 - *Dear Ms. Patel,*
 - *Dear Hiring Manager,*
 - *To Whom It May Concern,*
- ▶ Semi-Formal Greetings (use with coworkers or someone you know professionally):
 - *Hello Ahmed,*
 - *Hi Sarah,*
 - *Good morning, Jason,*
 - *Hi Team,*

Practice:

Give students different email scenarios. Ask them to choose a formal or semi-formal greeting depending on who the email is for.

Example Scenarios:

- Emailing your supervisor = *Formal*
- Emailing a teammate about a group project = *Semi-formal*
- Emailing a company for a job application = *Formal*
- Emailing a colleague you've worked with for a few months = *Semi-formal*

2. Add a Polite Opening Sentence

Teach polite, professional opening lines that match the tone of the greeting.

▶ Formal:

- *I hope this message finds you well.*
- *I am writing to inquire about...*
- *I would like to follow up on...*

▶ Semi-Formal:

- *I hope you're doing well*
- *Just following up on our conversation...*
- *I wanted to check in about...*

Practice:

Students match formal and semi-formal greetings with appropriate opening sentences. Then, write a full introductory line for each.

3. Avoid Informal or Rude Openings

Explain that while informal greetings (e.g., *Hey*, *Yo*, or no greeting at all) might be used with friends or in text messages, they're not appropriate for work emails.

Not professional:

- *Hey!*
- *Yo, send me that file.*
- *I need this now.*

Practice:

Give students informal email openings and ask them to rewrite each using either a formal or semi-formal tone.

Sample Activity 3B: End your Email with a Polite Closing

(Conveys a sense of audience in language and format)

Instructions for Teachers on How to Approach the Criterion:

1. **Write this sentence on the board:** *Thanks. Bye.*

2. **Ask students:**

- *Is this a formal or informal closing?*
- *Would this be appropriate in a workplace email?*
- *How would you feel if a supervisor or client ended their email like this?*
- *How can we make this more polite and professional?*

3. **Explain:**

Just like the greeting, the closing of an email should match the level of formality and show respect and professionalism.

In Canadian workplaces:

- **Use formal closings** with supervisors, HR, clients, or someone you don't know well.
- **Use semi-formal closings** with coworkers or professional contacts you are more familiar with.
- **Avoid informal or abrupt endings**, even with coworkers.

A polite and professional closing helps build positive relationships and gives a respectful final impression.

Step-by-Step Strategies for Students:

1. Use a Polite Closing Line

► Formal Closings:

- *Sincerely,*
- *Kind regards,*
- *Best regards,*
- *Yours sincerely,*
- *Respectfully,*

► Semi-Formal Closings:

- *Best,*
- *Thanks,*
- *Many thanks,*
- *Talk soon,*
- *Warm regards,*

2. Add a Polite Final Sentence Before the Closing

► Formal:

- *Thank you for your time and consideration.*
- *I look forward to your response.*
- *Please let me know if you need any further information.*
- *I appreciate your assistance.*

► Semi-Formal:

- *Let me know if you have any questions.*
- *Looking forward to hearing from you.*
- *Thanks again for your help.*
- *Please feel free to reach out if needed.*

Practice:

Students match formal and semi-formal greetings with appropriate opening sentences. Then, write a full introductory line for each.

3. Avoid Informal or Rude Closings

Not Professional:

- *Bye!*
- *Later.*
- *Sent. Tell me if you got it.*
- *No closing at all*

Explain: These endings may seem abrupt, rude, or unprofessional in workplace communication.

Sample Activity 3C: Email Greetings and Closings

Instructions:

Each email below is missing: a **greeting**, an **opening sentence**, a **closing sentence**, a **sign-off line**. Your task is to write:

1. A **polite greeting**
2. A **professional opening sentence** that matches the situation
3. An **appropriate closing sentence**.
4. A **polite sign-off line**.

Email 1

I'm writing to request a few days off from September 15–17 due to a family commitment. Please let me know if I need to fill out a form.

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Email 2

I attached the revised schedule for next week's shifts. Let me know if you have any questions or if anything needs to be changed.

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Email 3

I noticed an error in my pay stub for this month. It looks like the overtime hours from last week were not included. Could you please review it?

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Email 4

Just wanted to remind you that the team meeting has been moved to 3:00 p.m. tomorrow in the conference room.

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Email 5

I'm reaching out to follow up on my job application for the customer service position I submitted last week. I'd appreciate any updates you can share.

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Email 6

Can you please send me the report by the end of the day? I need to review it before our meeting tomorrow morning.

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Email 7

I've completed the online safety training and attached the certificate to this email. Please let me know if any further steps are required.

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Email 8

Thank you for taking the time to meet with me yesterday. I appreciated the opportunity to discuss the role and learn more about your team.

Your greeting: _____

Your opening sentence: _____

Your closing sentence: _____

Your sign-off line: _____

Sample Activity 4: Introduce Yourself and Your Position

(Conveys the message clearly)

Instructions for Teachers on How to Approach the Criterion:

1. Write this part of the email on the board:

Hello Team, My name is Sandeep Singh, and I'm the new scheduler for the operations team. I'm writing to confirm next week's shift changes.

2. Ask students:

- *Why does Sandeep introduce himself?*
- *Is this a good example of a professional self-introduction?*
- *How much information is needed in the introduction?*
- *Would this be different if writing to a coworker vs. a manager?*

3. Explain:

When writing a workplace email, if the recipient doesn't know you well (or at all), you should briefly introduce yourself before continuing with the main message. This builds clarity and professionalism. It's especially important if:

- You're new to the team or role
- You're contacting another department
- You're emailing external clients or suppliers
- You're following up for someone else

Step-by-Step Strategies for Students:

1. Introduce Yourself Briefly

Give:

- Your **full name**
- Your **position or role**
- **Team/department** if relevant

Examples:

- *My name is Hani Yusuf, and I'm the new team lead in housekeeping.*
- *This is Anna from the payroll department.*
- *I'm Ray Chen, a production assistant on the night shift.*

Tip for Students:

Use the introduction only when necessary. If the person already knows you well, you don't need to include it every time.

2. Keep It Short and Professional

Self-introductions should be 1–2 sentences only, and use a neutral, polite tone.

3. Quick Reference Template for Students

[Greeting],

My name is [full name], and I am [your position] in [team or department]. I'm writing to [brief purpose of the email].

Sample Activity 4: Introduce Yourself and Your Position

(Conveys the message clearly)

Instructions:

Imagine you are a new or unfamiliar employee sending a work-related email. Each situation below describes your role and the reason for writing. Your task is to write the first 2–3 sentences of the email, including:

1. A greeting
2. A clear self-introduction (name, position, department)
3. A brief sentence about the reason you're writing

Example Situation

You are: Alex Li, new warehouse associate

Email purpose: Requesting a locker from the supervisor

Sample Message:

*Hello,
My name is Alex Li, and I recently joined the team as a warehouse associate. I'm writing to ask if I could be assigned a locker for my personal items.*

Situation 1

You are: Samira Patel, newly hired receptionist

Email purpose: Asking IT for help setting up your computer

Your Message:

Situation 2

You are: David Kim, working in janitorial services

Email purpose: Reporting a broken vacuum to the maintenance department

Your Message:

Situation 3

You are: Alia Osman, shift supervisor in production

Email purpose: Confirming a meeting time with the HR coordinator

Your Message:

Situation 4

You are: Carlos Rivera, food service worker

Email purpose: Letting the kitchen manager know you will be late for your shift

Your Message:

Sample Activity 5: State the Purpose of the Email and Make a Polite Request

(Conveys the message clearly)

Instructions for Teachers on How to Approach the Criterion:

1. Write this sample email on the board or project overhead:

Subject: Request for New Safety Gloves

Hello,

I'm writing to request a replacement pair of safety gloves. The ones I'm using are worn out and no longer safe.

Could you please let me know when I can pick up a new pair?

Thank you,

Marisol Vegas

2. Ask students:

- *What is the purpose of this email?*
- *What is the worker requesting?*
- *Is the request polite?*
- *Why is this a good way to ask for something at work?*

3. Explain: In the workplace, written emails should be:

- **Clear about the reason for writing**
- **Polite when asking for anything** (equipment, time off, help, etc.)
- **Professional in tone** (not too casual, not too demanding)

4. Let students know

A polite tone is important even in short or urgent emails

Requests should use **indirect questions** (e.g. *Could you please...*)

A professional email always includes:

- A **greeting**
- A **purpose sentence**
- A **polite request**
- A **closing line** and **sign-off**

Step-by-Step Strategies for Students:

1. Use a Clear and Relevant Subject Line

Teach students to choose simple, accurate subject lines.

Examples:

- *Request for Time Off – Sept 10*
- *Follow-Up on Safety Concern*
- *Question About Pay Stub*
- *Issue with Kitchen Equipment*

2. Say Why You're Writing

Use polite and professional phrases to start:

Useful Phrases:

- *I'm writing to request...*
- *I'd like to follow up on...*
- *This email is to inform you that...*
- *I'm contacting you about...*
- *I have a question regarding...*

Examples:

- *I'm writing to report a spill near the loading dock.*
- *I'd like to request a change in my shift next week.*
- *I'm contacting you about my security badge—it's not working.*

3. Make a Polite and Direct Request

Teach common request phrases:

- *Could you please...*
- *Would it be possible to...*
- *I'd appreciate it if...*
- *May I request...*

Examples:

- *Could you please confirm my shift schedule for next week?*
- *Would it be possible to get a copy of the training manual?*
- *I'd appreciate it if I could leave early on Friday.*

Avoid direct commands like *Give me...* or *Send me...*

4. Add Relevant Details

Briefly support your request:

- *I have a doctor’s appointment in the morning.*
- *I lost my badge while cleaning in Area B.*

Useful Language

Language Structure: Stating the Purpose

Use these expressions to begin a work email clearly:

Expression	Example
I’m writing to...	<i>I’m writing to</i> request a copy of my pay stub.
This email is to...	<i>This email is to</i> report an issue with the staff lockers.
I would like to...	<i>I would like to</i> ask about shift availability next week.
I’m contacting you about...	<i>I’m contacting you about</i> my missing uniform.
I’m following up on...	<i>I’m following up on</i> our conversation about vacation days.

Language Structure: Making Polite Requests

Use these polite expressions when asking for something at work:

Expression	Example
Could you please...	<i>Could you please</i> send me the updated schedule?
Would it be possible to...	<i>Would it be possible to</i> change my shift this Friday?
I’d appreciate it if...	<i>I’d appreciate it if</i> I could take next Monday off.
May I request...	<i>May I request</i> time off for a family appointment?
I was wondering if...	<i>I was wondering if</i> I could borrow a second uniform.

Sample Activity 5: State the Purpose of the Email and Make a Polite Request (continued)

Instructions:

Choose **one** of the workplace situations below. Write a short email (5–6 sentences) that includes:

1. A subject line
2. A greeting
3. A clear purpose statement
4. A polite request using appropriate phrases
5. Any relevant details
6. A polite closing and sign-off

Situations to Choose From:

1. You need to leave work early on Friday for a family event.
2. You want to request a copy of your most recent pay stub.
3. You are reporting a broken locker in the staff room.
4. You're requesting a day off for a medical appointment.
5. You need to switch a shift next week because of a personal appointment.
6. You want to borrow a piece of equipment from another department .

Example:

You work in housekeeping. Your uniform is too small and uncomfortable. You need a new one. You're writing to your supervisor.

New Message ✕

From carlos878@professionalhousekeeping.org

Subject Request for a New Uniform

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Good Morning, Carlos,

I'm writing to request a new housekeeping uniform. The one I have is too small and uncomfortable to work in.

Could you please let me know the process for getting a new one?

Thank you,
Reena Patel

Write your email here:

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Sample Activity 6: Explain Your Health Problem in an Email to Your Supervisor

(Conveys the message clearly)

Instructions for Teachers on How to Approach the Criterion:

1. Write this sample email on the board:

Subject: Sick Day – August 21

Hello,

I'm not feeling well today and will need to take a sick day. I've been experiencing stomach discomfort since last night.

I'll rest today and update you tomorrow if I'm still not able to return.

Thank you for your understanding.

Best regards,

Mikhail

2. Ask students:

- *What is the purpose of this email?*
- *Does it include too much or too little information?*
- *Is the tone polite and professional?*
- *Why might this be a good example of a workplace email?*

Explain:

In Canadian workplaces:

You **don't need to give detailed medical information**, but you should explain why you're not at work or requesting a change.

Employers appreciate **clear, respectful communication** that includes:

- A simple description of the health issue
- An expected return date or a promise to follow up
- A polite tone

Step-by-Step Strategies for Students:

1. Briefly Describe the Health Problem

After stating the purpose of your email and making your request, you should write one sentence to explain the health problem that you have using general and non-detailed terms:

Use these in **workplace emails** when explaining a health problem professionally:

Phrase	Example
I'm not feeling well.	<i>I'm not feeling well and won't be able to work today.</i>
I have a cold.	<i>I have a cold and need to take the day off to rest.</i>
I have a stomach issue.	<i>I have a stomach issue and need to stay home.</i>
I have a headache.	<i>I have a headache and can't focus on work today.</i>
I'm feeling under the weather. (Idiom – gentle way to say “sick”)	<i>I'm feeling under the weather and won't make it in today.</i>
I have a fever.	<i>I have a fever and need to rest and monitor my symptoms.</i>
I've been experiencing pain.	<i>I've been experiencing back pain and need modified duties.</i>
I'm not well enough to work today.	<i>I'm not well enough to work today but will follow up tomorrow.</i>

These are appropriate for emails to a supervisor — they are clear, polite, and not too detailed.

2. Use Polite and Professional Phrases for Mental Health Days

These phrases help learners communicate a **need for time off** or support due to stress, anxiety, or emotional exhaustion — without going into medical detail.

Phrase	Example
I'm not feeling well today.	<i>I'm not feeling well today and will take a sick day.</i>
I need to take a mental health day.	<i>I need to take a mental health day and will return tomorrow.</i>
I'm feeling overwhelmed and need some rest.	<i>I'm feeling overwhelmed and won't be able to come in today.</i>
I'm experiencing a lot of stress right now.	<i>I'm experiencing a lot of stress and need time to recover.</i>
I'm feeling emotionally drained.	<i>I'm feeling emotionally drained and need a day to rest.</i>
I need a day to focus on my wellbeing.	<i>I need a day to focus on my wellbeing and will follow up tomorrow.</i>

These are appropriate when the workplace is open to supporting mental wellness. They are **respectful, honest, and not overly detailed**.

Sample Activity 6: Explain a Health Problem in an Email to Your Supervisor

(Conveys the message clearly)

Instructions:

Imagine one of the following situations:

1. You have a **cold** and need to take a sick day.
2. You have **back pain** and cannot do physical work today.
3. You are experiencing **stress or anxiety** and need a mental health day.
You have a **doctor's appointment** and need the afternoon off.
4. You had a **migraine overnight** and can't work this morning.
5. You've been feeling **dizzy** since this morning and need to leave work early.

Choose one situation and write a short email to your supervisor explaining the health problem.

Your email should include:

1. A subject line
2. A greeting (e.g., Hello, Hi [Manager's Name], etc.)
3. An introduction to who you are and where you work
4. A sentence stating why you're writing and what is your request
5. A brief explanation of the health issue (no private details)
6. A polite closing

Self- Reflection Checklist

Use this checklist after writing your email:

✓	Did I...
	Include a clear subject line?
	Introduce myself and state my position at work?
	State the reason for writing and make a polite request?
	Describe the health problem in a general, professional way?
	Use a polite and respectful tone?
	Use correct grammar and punctuation?

Write your email here:

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CLB 5/6-III. Getting Things Done Writing a Sick Leave Email

Instructions: You are currently working in a warehouse (or another relevant workplace setting). Lately, you’ve been experiencing some health issues that require rest or medical attention. Write a professional and respectful email to your supervisor requesting time off due to health reasons.

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