### Drafting the E-mail Suggested Response: Training Needs Message

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| **Training needs for next fiscal year** 12/05/20xx 8:52 AM  **Martha Winter** to: Gina Beauregard  Hello Gina,  As you have requested, I am sending you this e-mail to outline my training needs for the next fiscal year.  I feel I would benefit from French language training and from training in Excel.  I need to improve my knowledge of French, and in particular of written French, for three reasons. First, our unit is working more frequently with counterparts who speak only French. Second, some of our meetings are now conducted in French, and my supervisor would like me to take minutes. Finally, although my spoken French is adequate, I have not studied written French for years, and I find writing in French very slow and awkward.  I use Excel for record keeping on the Y project. We have agreed it is the best program for the task, and I believe that learning the many tricks to working with the program will help me keep the necessary records updated more efficiently.  If you have further questions, please let me know. I look forward to receiving your approval for this training plan.  Best regards,  Martha  Martha Winter  mwxxxxxxx@worldbank.org  202.473.xxxx (w) | 202.522.xxxx (f) |