Annual Planning Conference  
Honolulu, Hawaii  
March 12-16  

http://commons.wikimedia.org/wiki/Image:Diamond_Head.jpg  

You are attending a conference in Hawaii in March. You have never been there and, while Hawaii makes you think of sun and warm weather, you wonder what the real weather is like.

You’ve checked the forecast online but you decide to e-mail a colleague a couple of questions about the weather, so you can be prepared. You also want to be prepared for the climate in the meeting rooms and for activities during the time you have after meetings and lectures. Also you will try to do some sightseeing.

Step 1. Think about what you want to know about the weather in Hawaii in March.

You may want to ask about:

- what the weather is typically like
- what people from the area wear
- the kind of activities you can do in March
- what the conference rooms are like
- what your friend suggests you bring
- things to bring for excursions
- anything else you want to ask about the weather
Step 2. Write an e-mail to your colleague and ask about the weather. Explain why you are writing and ask at least 6 questions. Don’t forget a greeting and closing.

To: mjsmith@microworks.com
From: 
Subject: How is the weather…

Rating: Generic holistic presentational rubric: intermediate