

Gender of writing – the answers

Read through the following email messages and see if you can work out whether the were written by a man or a woman. Explain your decision, in each case.

1.

Dear HoFs,
The INSET day on Monday 21st April is for moderation. There is no set time to begin/end or for lunch. You should agree times with your team and organise 5 hours excluding lunch time. I will ask for coffee/tea etc to be prepared at upper school for 10.30-11.00am.
Thanks,

Woman - Line manager

2.

Hi guys, see what you think, let me know if you want me to change anything.

Woman - HOF Science

3.

Dear all
Just to inform you that the Lower School TV signage system was fixed on Friday. Your requests will be posted today and running tomorrow.
thanks

Man - IT Coordinator

4.

Just a little reminder about the fantastic Quiz Night is Thurs. Its 7.30 in the Upper School Hall.

Bring your own drinks!!!

Remember to sign up your team and for food. Both of these things are on the staff notice board in both staff rooms

Woman - Staff committee member

5.

Thank you very much for getting back so promptly. Thursday at 4p.m. will be fine and I shall bring along notes and thoughts that I have about KS3 marking. If there is anything else specific that you would like to discuss, just drop me an e-mail. The more questions the better and I shall be honest about the ones that I cannot answer!

I look forward to working with you.

Man - initial email

6.

Hey

Thank you so much for coming to the workshop and calling X, you were really cool and enthusiastic and you saved my temper. Phew. Well it looks as though X can be available to lead a workshop/lesson on the last Friday of term, which I hope you will see as a great opportunity to provide a filler for those exhausting last day of term lessons. You can have him all day after 10.30am...He will do lots of rhyming, rhythm and concentration games.

Lots of love

PS Don't ask me how it happened that I should find myself with this extraordinary opportunity, it falls into the missing key category of life I think.

Woman - colleague

7.

Dear Colleague,

This information is for anyone who wants to create student reports at home and then upload them back on to Assessment Manager. Please see attached guide which was produced by X. A copy of this document can also be found at T:\staff\student reports.

Best wishes

Man - SLT

8.

Hi everyone,

Just a quick reminder about the weather week competition that you can do with tutor groups this week. There are prizes available and it's really easy to do. It is a Powerpoint that is saved in the T drive entitled weather week.

Good luck and may the weather be with you... always.

Man - Teacher