

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**L2W CLB 1 Writing: Sharing Information**  
**Skill-using Task**

**Getting Paid**

Sameer found a mistake on his pay stub. The number of hours written on the pay stub is 12 hours. Sameer worked 20 hours during the pay period between 5/06/2023 and 16/06/2023. Help Sameer write an email to Human Resources.

Fill in the blanks in the email below.

Success= 7/10

Sincerely, / pay period / Sameer / change / mistake / hours /  
Dear Human Resources, / pay stub / Missing Hours /  
humanresources@work.com

New message

To

Cc Bcc

Subject

There is a \_\_\_\_\_ in my \_\_\_\_\_. I worked for 20 hours during the \_\_\_\_\_ between 5/06/2023 and 16/06/2023. The number of \_\_\_\_\_ in the pay stub shows 12 hours. Please \_\_\_\_\_ the hours to 20. Thank you.

A 0 ☺ ∞ 🖼 🗑 ☰

Send