Please, would you like me, would all staff note, we appreciate, please give me, why don't you, with regard to, I'm afraid, the reason is

2 **Look at the underlined phrases in the internal communication and write them next to these functions.**

Request information _____

Announce _____

Request action (x 2) _____ _____

Suggest _____

Thank _____

Refer to _____

Explain reason _____

Offer _____

Apologise _____

LIVEWORKSHEETS