

Requests, Instructions & Confirmations at Work

Complete each sentence with the correct word or phrase from the box.

WORD BANK			
Could you	Can you please	Please make sure	I need you to
I confirm that	I'll make sure to	Please note that	I would like to

Drag each phrase into the correct sentence. Use each phrase only once.

- _____ send me the shift schedule for tomorrow?
- _____ complete the timesheet before Friday.
- _____ to arrive at least 10 minutes early.
- _____ I received the signed contract.
- _____ confirm your shift as soon as possible?
- _____ that payroll is processed every two weeks.
- _____ ask about the client's requirements for this position.
- _____ be there on time tomorrow.