

Listen and decide which piece of advice (A-H) each speaker gives:



Larry



Marina



Magdi



Therese

- A Avoiding interrupting their work
- B Always be polite
- C Keep to the point
- D Be grammatically correct
- E Avoid over-formal language
- F Don't send too many e-mails
- G Have an e-mail routine
- H Send a clear message

**Which advice do you agree with?
Is there any advice you disagree with?**

Listen to the recording again and find words or phrases that mean the following:



- Do something in a way that is too extreme
- stop working, usually at the end of the day
- walking into a room quickly, without being invited
- question
- polite behaviour
- having to work too much