Activity 5: Read the following situations and complete some phrases to inform that you are restating or summing up terms and conditions of employment. Look at the first option in the situation 1 for your example.

1. Last night the recruiter called to offer you the job. Now, you want to summarize in a letter some terms and conditions related to the start date (25 Sep), initial salary (US$500,00 per month) and benefits (health insurance, holidays, vacations and pension scheme)

To sum up our discussion:	.....
I would like to ..... what we ..... last night.	.....
As .....,	.....
As per our ..... in the last telephone	.....

2. Last time, the recruiter attached a contract of employment with his job offer letter. The contract is rather long with a lot of terms and conditions. Now you want to sum up only some information related to your position (Marketing staff), duty (managing company's marketing communications program), probationary period (two months)

As I could...../ ...../ ..... from the contract of employment,	.....
(Find 3 words)	.....

3. In his job offer letter, the recruiter asked you to read carefully terms and conditions of employment in the attached Staff handbook and to confirm your acceptance to them. Now you are responding to his request.

   I have ..... the Staff handbook and ..... the terms and conditions of employment.

LIVEWORKSHEETS