A Read the email. Answer the questions.

1 Who wrote the email?

2 What do employees need to do?

Subject: **New workspaces**

[1]To all staff,

This week, the new Hong Kong project started and we are now in new teams. Next week, there are new arrangements for all teams, and new workspaces for everyone. In preparation for this on Friday, [2]please do the following:

- remove everything from your desk.
- put all of your things in a box.
- write your name on the box.
- please don't move the box. That job is for the warehouse workers.
- look at the plan attached and find your new workspace.

[3]Thank you for your help. Have a great weekend!

[4]Best wishes,

Beth Lowry
Office Manager

B Match the phrases (a–d) with the phrases (1–4) in the email.

a Regards, ____

b Dear employees, ____

c We appreciate your cooperation. ____

d Please follow these instructions. ____

LIVEWORKSHEETS