

Complete the instructions with the correct form of the words and phrases in the box.

dear all don't have don't use for your cooperation go make regards talk

Subject: Meeting room rules



¹ _____ ,

We love the new offices, but we had some problems last week with meeting rooms.

Please ² _____ a meeting room without a reservation. When you need a room,

please ³ _____ to Agnes and ⁴ _____ a reservation. Please ⁵ _____

lunch in meeting rooms. ⁶ _____ to the company canteen for food.

Thank you ⁷ _____ .

⁸ _____ ,

Denise Woo

Admin Assistant