

UNIT 7 ➤ Procedures

Lesson 7.1 What's the procedure?

Vocabulary A Read the stages for creating an invoice. The words in bold are all in the wrong place. Put them in the correct place.

- To create a new invoice, ¹**supply** enter the purchase order number into the system and choose 'Create invoice'.
- Check the customer's details and the order details are correct.
- ²**Approve** _____ the invoice after we ³**request** _____ the items to the customer.
- Send an email to the customer to ⁴**issue** _____ them that the invoice is ready.
- It can take customers time to ⁵**notify** _____ payment. They usually have to send invoices for management approval. However, if a customer doesn't pay in four weeks, send a polite email to ⁶**enter** _____ payment again.

Communicative grammar

B Read the notices and messages and complete the instructions with *have to*.

- 1 'Can the last person to go home please turn off the lights?'

The last person to go home _____ turn off the lights.

- 2 'Is it necessary to wear a tie ?'

_____ he _____ wear a tie ?

- 3 'It's not necessary to wear a uniform      ♀.'

She _____ wear a uniform     ♀.

- 4  'Put paper in the photocopier.'

They _____ put paper in the photocopier.

- 5 'You can use our computers for your presentation.'

You _____ bring your own computer.

- 6 'Put the document back in the folder.'

You _____ put the document back in the folder.

- 7 'Is it necessary to bring lunch?'

_____ we _____ bring lunch?

- 8 'Always wear protective clothes    in the factory.'

Workers _____ wear protective clothes    in the factory.