

EMAIL LANGUAGE

1 Correct the mistakes in the sentences.

1 Please to help me.

2 Comes in and sits down, please.

3 Don't using your mobile phone here, please.

4 You are choose a new chair.

5 Doesn't take photos here, please.

6 Writes your name on your desk.

4 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