

# EMAIL LANGUAGE

## 1 Correct the mistakes in the sentences.

1 Please to help me.

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2 Comes in and sits down, please.

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

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4 You are choose a new chair.

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5 Doesn't take photos here, please.

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6 Writes your name on your desk.

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## 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 <sup>2</sup> \_\_\_\_\_ a meeting room without a reservation. When you need a room, please <sup>3</sup> \_\_\_\_\_ to Agnes and <sup>4</sup> \_\_\_\_\_ a reservation. Please <sup>5</sup> \_\_\_\_\_ lunch in meeting rooms. <sup>6</sup> \_\_\_\_\_ to the company canteen for food.

Thank you <sup>7</sup> \_\_\_\_\_.

8 \_\_\_\_\_,

Denise Woo

Admin Assistant