

Now organise your ideas for the briefing by filling in the missing words.

Part	Expressions	Communicative Functions/ Language
<b>Opening</b>	<p>_____</p> <p>_____</p> <p>_____ Ted Tse, _____</p> <p>Sunshine Tennis Club.</p> <p>Today, _____</p>	<p>greeting</p> <p>giving thanks</p> <p>introducing yourself</p> <p>stating purpose</p>
<b>Main body</b>	<p>_____,</p> <p>_____ new class</p> <p>_____</p> <p>tennis training for beginners.</p> <p>_____ \$1,500 per month.</p> <p>_____ enrolment, _____</p> <p>information desk.</p> <p>_____ with a friend,</p> <p>_____ free tennis rackets.</p> <p>Lastly, _____ a trial lesson next week _____ learn more about the class.</p> <p>_____ , _____</p> <p>sign up _____</p>	<p>giving details</p> <p>suggestion</p> <p>offer</p> <p>invitation</p> <p>purpose of</p> <p>invitation</p> <p>instruction</p>
<b>Closing</b>	<p>_____</p> <p>I'd _____ answer them.</p> <p>If no, _____</p>	<p>inviting questions</p> <p>giving thanks</p>