

Unit 8: Functional Language – Giving an update

1 Complete the intranet update with phrases a–g.

- a** This will reduce
- b** We are therefore holding
- c** We asked
- d** As you know
- e** We also plan to
- f** Firstly, we are going to
- g** Secondly, we are going to

Proposal for more eco-friendly offices

¹ ____, we are trying to make our offices more eco-friendly. ² ____ our staff for suggestions and they have given us many good ideas. We have also asked environmental experts for some tips and we are now ready to propose a number of changes.

³ ____ ask all our staff to turn their computers off at the end of the day. ⁴ ____ the amount of energy we use. ⁵ ____ introduce separate drinking water taps so that staff stop bringing plastic water bottles to work. We are going to ask everybody to use their own glasses and mugs and not to bring coffee and tea into the office in paper cups. ⁶ ____ install solar panels for heating and solar powered air conditioning to reduce energy consumption.

⁷ ____ a meeting next Friday to discuss the changes and answer any questions you have.

2 Match the problems (1-4) with the possible solutions (a-d).

Problems

- 1 electricity bill too high
- 2 offices too cold in summer, too hot in winter
- 3 not enough parking spaces
- 4 food waste

Possible solutions

- a suggest car sharing and working from home
- b canteen staff to do research to find out how many people want meals every week
- c turn heating and air conditioning down
- d turn lights and computers off