

Name: _____

Date: _____

**L2W CLB 1 Writing: Sharing Information
Skill-using Task**

Getting Paid

Sameer found a mistake on his pay stub. The number of hours written on the pay stub is 12 hours. Sameer worked 20 hours during the pay period between 5/06/2023 and 16/06/2023. Help Sameer write an email to Human Resources.

Fill in the blanks in the email below.

Success= 7/10

Sincerely, / pay period / Sameer / change / mistake / hours /
Dear Human Resources, / pay stub / Missing Hours /
humanresources@work.com

New message _ ↗ ✕

To _____ Cc Bcc

Subject _____

There is a _____ in my _____. I worked for 20 hours during the _____ between 5/06/2023 and 16/06/2023. The number of _____ in the pay stub shows 12 hours. Please _____ the hours to 20. Thank you.

A 📎 😊 ∞ 🖼️ 🗑️ ☰ Send