

Dear Alexander

We [] (have) a lesson with some students in the classroom 42 last Thursday and there [] (be) some problems with the speakers there. The audio tracks played on the speakers [] (be) noisy and it [] (be) difficult for the students to hear our presentation. Also, the remote control [] (be) faulty and not responding.

It seriously [] (affect) our lesson progress and flow. Besides, the printer in the teacher's office [] (be) also out of order. It seems that our equipment [] (need) more regular maintenance. Shall we seek help from the technicians?

Thanks for your attention.

Regards Alyssa

