

# Reading Building Notices

## Important Vocabulary

**Instructions:** Review the vocabulary and match it to the meaning.

Tenant

People who live in the apartment

Repair

When something needs to be fixed

Closing

A date and time for the repair

When

The start of a letter/notice

Greeting

A person who is responsible for the apartment

Landlord

The end of a letter/notice

Letter date

The date a letter is written.

## Reading Building Notices

**Instructions:** Match the information with the correct vocabulary/question.

Greeting

Thank-you,  
The landlord

When will it be fixed?

December 7, 2018

Closing

Dear Tenants

What is the problem?

Monday December 10, 2018  
From 10:00 am to 8:00 pm

Letter date

The hot/cold water will be  
turned off.

## Reading Building Notices

Instructions: Label the building notice information with the correct vocabulary word.

Greeting

What is the problem?

Letter date

Closing

When will it be fixed?

### Building Notices

#### **NOTICE:**

#### Emergency Water Shut – Off



Dear Tenants,

The **HOT** water will be turned off for repairs on:

**Thursday December 6, 2018**

**From 10:00 am to 6:00 pm**



Thank you,

**The Landlord**

**December 1, 2018.**

## NOTICE:

### Temporary Electrical Shut – Off



Dear Tenants,

The **ELECTRICITY** will be turned off on:

**Monday December 3, 2018**

**From 10:00 am to 11:00 am**

Thank you,  
**The Landlord**  
**November 26, 2018.**



## Answer the questions.

1. Who is the letter for? \_\_\_\_\_

2. Who is writing the letter? \_\_\_\_\_

3. What is the problem? \_\_\_\_\_

4. When will there be a problem? \_\_\_\_\_

5. What time will there be a problem? \_\_\_\_\_

6. When did the landlord write the letter? \_\_\_\_\_

