

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

When will it be fixed?

Closing

What is the problem?

Letter date

Thank-you,
The landlord

December 7, 2018

Dear Tenants

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

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? _____

