

## UNIT 7 ➤ Procedures

## Lesson 7.1 What's the procedure?

**Vocabulary** **A** Read the stages for creating an invoice. The words in bold are all in the wrong place. Put them in the correct place.

- To create a new invoice, **1 supply** **enter** the purchase order number into the system and choose 'Create invoice'.
- Check the customer's details and the order details are correct.
- 2 Approve** **request** the invoice after we **3 request** **enter** the items to the customer.
- Send an email to the customer to **4 issue** them that the invoice is ready.
- It can take customers time to **5 notify** payment. They usually have to send invoices for management approval. However, if a customer doesn't pay in four weeks, send a polite email to **6 enter** payment again.

## Communicative grammar

**B** Read the notices and messages and complete the instructions with *have to*.

1 'Can the last person to go home please turn off the lights?'

The last person to go home **\_\_\_\_\_** turn off the lights.

2 'Is it necessary to wear a tie  ?'

**\_\_\_\_\_** he **\_\_\_\_\_** wear a tie  ?

3 'It's not necessary to wear a uniform .'

She **\_\_\_\_\_** wear a uniform .

4  'Put paper in the photocopier.'

They **\_\_\_\_\_** put paper in the photocopier.

5 'You can use our computers for your presentation.'

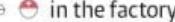
You **\_\_\_\_\_** bring your own computer.

6 'Put the document back in the folder.'

You **\_\_\_\_\_** put the document back in the folder.

7 'Is it necessary to bring lunch?'

**\_\_\_\_\_** we **\_\_\_\_\_** bring lunch?

8 'Always wear protective clothes  in the factory.'

Workers **\_\_\_\_\_** wear protective clothes   in the factory.