

Now organise your ideas for the briefing by filling in the missing words.

Part	Expressions	Communicative Functions/ Language
Opening	_____ _____ _____ Ted Tse, _____ Sunshine Tennis Club. Today, _____	greeting giving thanks introducing yourself stating purpose
Main body	_____, _____ new class _____. tennis training for beginners. _____ \$1,500 per month. _____ enrolment, _____ information desk. _____ with a friend, _____ free tennis rackets. Lastly, _____ a trial lesson next week _____ learn more about the class. _____, _____ sign up _____	giving details suggestion offer invitation purpose of invitation instruction
Closing	_____ I'd _____ answer them. If no, _____	inviting questions giving thanks