An intranet update

1 **Read the intranet update. Choose the correct option in italics. Then compare in pairs.**

Proposal for going green

As you [1]*know / see*, we are trying to make the company [2]*more / much* green. We asked all our staff for [3]*suggestions / offers* and had meetings to discuss the ideas. We are now ready to [4]*propose / intend* a number of changes as a [5]*reason / result* of our research.

[6]*Firstly / Originally*, we are going to change all our vehicles and buy electric vehicles over the next two years. This will reduce pollution from petrol. Secondly, we are going to [7]*introduce / make* a new manufacturing process because this will mean there is less waste and pollution from the factory. We also plan to use less plastic in our offices and try to use greener materials.

We are therefore [8]*holding / attending* a meeting next week to explain how we are going to [9]*make / put* these proposals into action. We will answer any [10]*problems / questions* then.

2 **Complete the table below with the words and phrases in the box.**

also plan	are going to
as you know	can explain
finally	has decided
is arranging	is planning to
ready	therefore
this will reduce	will answer

Purpose of update (Paragraph 1)	[1] _____, we are trying to ... We are now [2] _____ to ... The company [3] _____ to make some changes.
Further details (Paragraph 2)	Firstly, we [4] _____ change ... [5] _____ the amount of ... We [6] _____ to use less plastic ... The Team Director [7] _____ increase the number of teams. [8] _____, we will move our office to ...
Next steps (Paragraph 3)	We are [9] _____ holding a meeting next week to ... Consequently, the company [10] _____ more training. We [11] _____ any questions ... We [12] _____ everything to you then.

LIVEWORKSHEETS

will

We use ***will*** for **decisions, promises and facts about the future**.

*Using electric vehicles **will cut down** pollution from petrol.*

*We **will answer** any questions then.*

going to

We use ***going to*** to talk about our **future intentions or predictions**.

*We are **going to move** to a new location.*

*They are **going to introduce** a new manufacturing process.*

Present Continuous

We use the **Present Continuous** to talk about **future arrangements**.

*The company **is moving** offices on Friday.*

*We **are holding** a meeting next week.*

Note: See page 120 for the rules for forming the Present Continuous and the spelling rules for *-ing* forms.

3A. Look at the informal intranet update and find seven language mistakes. Think about grammar, spelling, missing words, and unnecessary words.

Proposal for improving sales

As you know, we trying to improve company sales. We have done research and are we now ready to propose ideas.

Fristly, we are going to sell more green products. This is because many customers tell us that they like our products, but they want to be sure that they are not bad for the environment. Secondly, we also plan to changing our supplier so that we have eco-friendly materials. Finally, we are planning us to launch the new product range next June.

Also, we are going to help some local environmental projects. We are theirfore holding a meeting next week to discuss ideas for these projects. We will also answered any questions you may have.

LIVEWORKSHEETS

HW 3B. Look at the notes. Write an intranet update in 120-140 words and include a suitable title.

Your manager has asked you to write an update about company changes which will happen next month. Organise the update into three paragraphs.

Here are the most important points:

- moving to smaller offices outside city centre – more eco-friendly
- free company bus to bring staff to work from city centre – more relaxing for staff, less pollution
- working from home – fewer cars on road – full details coming soon
- meeting next Friday to discuss changes

LIVEWORKSHEETS

8.1 The environment

1 Choose the correct option in italics.

1 Plastic seriously *pollutes* / *protects* our oceans and harms animal life.
2 It's important to use *recycled* / *conserved* materials in our products.
3 Tourists to the island have had a huge *impact* / *damage* on the environment
4 The *destruction* / *protection* of the rainforest has left many animals without homes.
5 Bees are used in some parts of Africa to *reduce* / *protect* farms from elephants.
6 Modern farming causes a lot of *recycling* / *damage* to large areas of land.

8.2 *should* and *could* for advice and suggestions

2 Complete the mini dialogues using *should*, *shouldn't* or *could*.

A: What do you think I [1]_____ do? Drive to work or take a taxi?

B: You [2]_____ use your own car. A taxi is quicker, and you don't have to find somewhere to park!

C: Our company needs to save some money. Any ideas?

D: You [3]_____ try to become a paperless office. Or another possibility is you [4]_____ use those lights that are only on when someone's in the office.

E: How can we reduce the amount of plastic we use in the world?

F: Firstly, supermarkets [5]_____ use so much packaging; it's terrible. And people [6]_____ take their own bags for the food, to reduce plastic bag use.

Functional language

8.3 Giving and receiving feedback

3 Match the sentence halves.

1 We're very pleased with	a OK with you?
2 I'm glad to	b we're concerned.
3 Is that	c positive feedback.
4 We think you	d could improve your technical skills.
5 Would that be a	e your progress.
6 Let me explain why	f fair assessment?
7 I accept that this is	g hear that.
8 We'll start with the	h a problem for me sometimes.

8.4 Managing a Q&A session

4 Complete the dialogue.

A: Does [1]_____ _____ a question? Yes, Harben.

B: Thanks. I have a question about the plan to have a paperless office. Is that really going to be possible?

A: That's a [2]_____ _____, thanks Harben. So, [3]_____ _____ how realistic this plan is? Is that right?

B: Yes. I mean, what happens if we can't get online? I often have to use our paper records.

A: Well, with the new system we can check information offline, but we have to be online to make changes. [4]_____ _____ help?

B: A bit. But at the moment it can take a long time to get back online.

A: So, the [5]_____ was _____ what happens if we can't get back online quickly.

B: Yes.

A: Sorry, I don't have [6]_____ _____, but I will try to find out.

8.5 An intranet update

5 Complete the sentences from an intranet update using the phrases in the box.

also plan to	are holding	are going to	
now ready	therefore	will reduce	you know

1 As _____, we have decided to set up an environmental charity.
2 We are _____ to tell you what the charity will focus on in the coming year.
3 Firstly, we _____ focus on how we can make the town centre more eco-friendly.
4 Better public transport will encourage people to leave their cars at home. This _____ pollution.
5 We _____ ask local schoolchildren to plant a special garden in the park.
6 We are _____ inviting you all to spend some time each month helping.
7 We _____ a meeting next Friday for all those interested in taking part.

LIVEWORKSHEETS