INGLES 1- WRITING SKILLS

BOOK: BUSINESS PARTNER A2

1. UNIT 1: A SURVEY (PAGES 12/13)

Writing 5A **You want to improve facilities in your workplace or where you study. Write a survey to find out what people do and what facilities they use now. Ask eight questions. Use these ideas to help you.**

- The workspace
- Meetings and meeting rooms
- The canteen
- Available computers/IT (projectors, etc.)
- Access (stairs/lifts)
- Quiet areas
- Gym facilities
- Other facilities
- Your own ideas



5B. Order the following words to make questions for your survey.

like? / What /your / is /workplace /

_____

Are / rooms? / there /meeting /enough/

_____

meeting? /Do / lots of / you /have /

_____

computers? / Are / there /enough/

_____

Is / lift? /there / a /

_____

there / Are / stairs?/

_____

do/ What time / you /start work? /

_____

finish work? / What time / do / you /

_____

Do / work? / you / get to / How/

_____

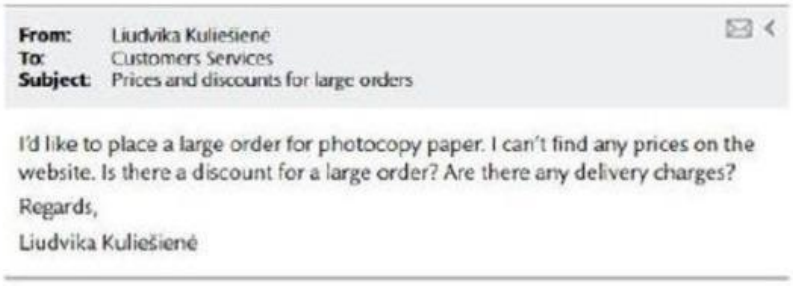
What time / is / lunch break?/

_____

LIVEWORKSHEETS

2. UNIT 2: EMAIL ENQUIRIES (PAGES 22/23)

Writing **6** **Look at an email from another customer. Write a response to her enquiry. Use phrases from Exercise 3B to help you.**



From: Liudvika Kuliešienė
To: Customers Services
Subject: Prices and discounts for large orders

I'd like to place a large order for photocopy paper. I can't find any prices on the website. Is there a discount for a large order? Are there any delivery charges?

Regards,

Liudvika Kuliešienė

6B. Complete the following response with the words and phrases in the box.

contact us - discount - enquiry - sorry – delivery charge - prices and discounts

Dear Ms Kuliesiene,

Thank you for your _____. We are _____ you can't find the prices on the website. Yes, there is a _____ for a large order. Please, find attached information about _____. The _____ for orders $200 and under is $5. There are no delivery charges for orders over $200. Please _____, if you have any questions.

Regards,

Helen Green

Customer Services

LIVEWORKSHEETS