**Task 6**. **Complete the sentences.**

1. It would be a good idea to offer more online courses **so that** I can rise my language skills.
2. **In spite of the fact** that most EPAMers have a working command of English, some commands conduct meetings in Russian.
3. EPAMers could be taking international exams, such as IELTS, which tests listening and reading. **As a result,** they can work in international teams.
4. Teachers should be using more video lessons. **Consequently**, quality of learning is higher. We can listening English from the British or American too.
5. EPAMers have an opportunity to take language lessons for free. **Moreover,** they can have different professional courses in English too.

**Task 7. Analyse the task, write an outline and then write the report.**

Dear (manager name)!

You asked about recreation zones in office Internacionalnaja str. 13. What can I Say about it?

The aim of the report is to analyze the current situation with recreation zones in office Internacionalnaja str. 13.

Recreation zones are technically equipped. These have some coffee machines, dishwash machines, microwaves, teapot, coolers with clear water and any. These are comfortable. These have normal amount modern furniture for eating dinner or get some cup of tea or coffee. And these zones are modern. EPAMers are young people (most of EPAMers) and these zones have modern youth design.

However, we can more improve these zones.

Firstly, we could equip these zones some place for courier with food. This will be good for organization process of get food from couriers and economy EPAMers time.

Secondly, these zones have TV monitor. Will be good if TV shows information about company events, about company results and plans. Consequently, more EPAMers will be inform about company life, not only their office.

To sum up, these two ideas have been put forward in this proposal and I hope that it will be improve job atmosphere in our modern EPAM office.

Yours sincerely,

Andrei Bertosh

Junior software engineer.

Your managers would like to improve the recreation facilities in your company. You have been asked to write a report briefly describing the current state and recommending facilities to be established.

Write about: the facilities to introduce; why they would be beneficial; what effect will this have on the employees’ health and motivation (180-200 words)

**Useful phrases**

INTRODUCTION

**The aims of this proposal are to...**

**This proposal evaluates....**

**This proposal is intended to present the...**

CURRENT SITUATION

**There is a strong feeling among all concerned that...**

**Following a survey of the employees it was found that...**

SUGGESTIONS

**It is recommended that...**

**There should be...**

**It would be advantageous to...**

**ORDERNG THE SUGGESTIONS**

**Firstly, secondly, finally**

**To begin with, next, lastly**

**In the first place, then, last but not least**

ADDING IDEAS

**In addition to this,**

**Furthermore,**

**Moreover,**

GIVING EXAMPLES

**As an example,**

**As an illustration of this,**

**especially**

CONSEQUENCES

**Consequently,**

**Therefore,**

**Thus,**

CONCLUSION

**To conclude,**

**Overall,**

**On the whole,**

FINAL RECOMMENDATIONS

**If the above suggestions are implemented there would be...**

**Implementation of the above ideas would result in...**