

1. Practice

From:	robert.foster@hansonelectronics.com
To:	All Employees
Date:	January 19
Subject:	Mr. Philips' retirement

To all employees,

As you all know from my previous e-mail, our accounts manager, Mr. Philips, is retiring at the end of the month. Mr. Philips has been at Hanson Electronics for 35 years. To wish him well in the future, we want to invite you to a farewell party for him in the main conference room on Friday at 5 P.M., directly after work. Drinks and light refreshments will be served.

We will present Mr. Philips with a retirement gift at the party. Belinda Hill, from customer services, has designed a card that she will give to him from us all. Please stop by her office any day before Friday to sign it.

Please contact me or Ms. Hill if you have any questions.

Looking forward to seeing you all at 5 P.M. on Friday!

Robert Foster

Human Resources Director
Hanson Electronics

1-1 Practice some of the words or phrases you read in the e-mail.

Complete the sentences by dragging the correct words from the bank below into place. There are more words than you need.

Hanson Electronics employees were (1) _____ to a retirement party for the account manager, Mr. Philips.

At the party, people gave speeches and (2) _____ Mr. Philips well.

They also (3) _____ him with a retirement gift and a farewell card.

The card was (4) _____ by everyone in the company.

After the speeches, refreshments were (5) _____ in the main conference room.

(a) contacted

(b) retired

(c) served

(d) signed

(e) presented

(f) wished

(g) invited

1-2 Choose the correct answer.

Who is the e-mail intended for?

- Ⓐ Hanson Electronics employees
- Ⓑ Retired workers
- Ⓒ The catering staff
- Ⓓ The human resources director

1-3 Choose the correct answer.

There will be food and drinks at the party.

- Ⓐ True
- Ⓑ False
- Ⓒ It is unclear.

1-4 What is true about Mr. Philips? Select all that apply.

- ☐ He will stop working at the end of the month.
- ☐ He is going to present Belinda Hill with a gift.
- ☐ He will hold a party for his coworkers at his home.
- ☐ He has worked for Hanson Electronics for 35 years.
- ☐ He is an accounts manager.

1-5 Choose the correct answer.

The word "designed" in paragraph 2, line 2, is closest in meaning to

- Ⓐ created
- Ⓑ planned
- Ⓒ indicated
- Ⓓ entered

2. Quiz

2-1 Choose the correct answer.

Why did Mr. Foster send the e-mail?

- Ⓐ To invite the employees to a party
- Ⓑ To make travel arrangements
- Ⓒ To request money for a gift
- Ⓓ To ask people to design a card

2-2 Choose the correct answer.

What will happen on Friday at 5 P.M.?

- Ⓐ Employees will make a presentation.
- Ⓑ Employees will meet after work.
- Ⓒ Mr. Foster will welcome a new employee.
- Ⓓ Mr. Foster will make an announcement.

2-3 Choose the correct answer.

Where will the event take place?

- Ⓐ In a conference room
- Ⓑ At Mr. Philips' house
- Ⓒ In Ms. Hill's office
- Ⓓ In a local restaurant

2-4 Choose the correct answer.

In what department does Ms. Hill work?

- Ⓐ Customer services
- Ⓑ Human resources
- Ⓒ Accounting
- Ⓓ Art

2-5 Choose the correct answer.

Why does Mr. Foster ask people to go to Ms. Hill's office?

- Ⓐ To join a meeting
- Ⓑ To select a present
- Ⓒ To sign a card
- Ⓓ To make a donation