1. You work for Mr. David Fenworth, Manager of Fenworth Fashions, 117 High Street, Hale, Cheshire WA57TJ.

Mr. Fenworth has just been told that some urgent repair work is being made to the staff car park next week and the car park will be closed for three days from 8 to 10 August. During this time staff who use their cars to come to work can use the customers’ car park but there isn’t a lot of room in this. It would be helpful if staff didn’t use their cars for these three days and would use the bus or make alternative transport arrangements to get to the shop. It would also help if staff could give each other lifts to work so there won’t be so many cars using the car park. Mr. Fenworth has asked you to write a notice about the car park to be placed on the staff notice boards.

Write the notice. [10 marks]

1. What are notices? List guidelines for drawing up notices. [5 marks]