***Sunday, 1 January:***

You arrive at the Appropriate Apartments complex and find a door marked ‘Manager’.

The door is locked and protected by a key code. A panel next to the keypad shows the following instructions:

To open the door, decide which of the sentences in the first table are the Be Appropriate versions of the 6 sentences in the second table.

Match the numbers to the letters in the box below. That’s the keycode.

|  |  |
| --- | --- |
| 1 | Because of the… |
| 2 | Could you please send me the…. |
| 3 | Please send the invoices by…. |
| 4 | Could you please get back to me by… |
| 5 | Could you update the file by…. |
| 6 | You’ll find the details you need in…. |
| 7 | This is to let you know…. |
| 8 | Regarding…. |
| 9 | Here is an invitation to… |

|  |  |
| --- | --- |
| A | Please be advised that the required details are located in… |
| B | Can I please be provided with the…. |
| C | With regard to…. |
| D | I am writing to inform you…. |
| E | Due to the… |
| F | Could you revert to me by…. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** |
|  |  |  |  |  |  |

Once you figure out the 6-digit keycode, report it to the Chief of Police to see if you unlock the door.

Good luck!

***Sunday, 1 January:***

The Be Positive IT Company reception is closed but you find a staff entrance round the back. The car park is empty apart from a Porsche Dash Turbo, registration ET 6625, and an Opel Hyphen, registration ET 3256. You notice the Opel has a damaged front right wheel.

The staff entrance to the IT company is protected by a key code. A panel next to the keypad shows the following instructions:

To open the door, decide which of the sentences in the first table are the Be Positive versions of the 6 sentences in the second table.

Match the numbers to the letters in the box below. That’s the keycode.

|  |  |
| --- | --- |
| 1 | Please confirm the attached invoices are correct. |
| 2 | Please remember to… |
| 3 | Feel free to call if… |
| 4 | Attached you can find details of the functionality. |
| 5 | The invoices are missing. |
| 6 | Please add this functionality so that you can… |
| 7 | You’ll get the report when… |
| 8 | You’ll get a reply by… |
| 9 | The functionality is broken. |

|  |  |
| --- | --- |
| A | I can’t create the report until…. |
| B | Don’t hesitate to call if…. |
| C | The invoices haven’t arrived. |
| D | If you don’t add this functionality, you won’t be able to…. |
| E | Don’t forget to… |
| F | I won’t be able to reply to you until… |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** |
|  |  |  |  |  |  |

Once you figure out the 6-digit keycode, report it to the Chief of Police to see if you unlock the door.

Good luck!

***Sunday, 1 January:***

A bell rings as you walk into the Be Concise Bookshop, and you find the owner, Con Cise, behind the counter, chuckling as he types on his laptop.

He agrees to give an interview – as long as you do something for him first.

“Check this out,” he says with a cheeky grin. “I’m having fun rewriting a good email and I’d like to see if you can do any worse!”

Below is an email that fits all of the 6 Guidelines. Your job is to rewrite it so that it ***breaks*** at least ***5*** of the 6 Guidelines!

To: John Smith, Emailtown Editors Guild

From: Con Cise, Be Concise Bookshop

Subject: MBeC Encyclopedia: Price Reduction (Request)

Hello John,

This is about the MBeC Encyclopedia set for publication on Mon, 9 Jan.

Just to let you know that the Be Concise Bookshop can stock the encyclopedia only if the price per copy is reduced.

My suggestion is to reduce the price per copy by 2 EUR to 20 EUR. Because the production cost per copy is 5 EUR, this still gives you a profit of 15 EUR for each encyclopedia.

Please let me know by 10:00 a.m. Fri, 6 Jan, if you agree to my proposal.

Thank you,

Con

Once you’ve rewritten the email so it fails to meet ***at least 5*** of the 6 Guidelines, hand it to the Chief of Police. You’ll get your interview with Con if your email is **bad** enough!

***Sunday, 1 January:***

You arrive at Precision Park and look for a woman matching Pris Ice’s description.

You spot her juggling flaming hoops in the VIP section of the park, an area available only to paying visitors because it features a cocktail bar and a large jacuzzi.

The gate to the VIP section is guarded by a tall doorman, who says he’ll let you in if you fix an email he’s trying to write.

Below is his awful effort. Rewrite this email and hand it to the Chief of Police. You’ll get access to the VIP section if your email is good enough. Best of luck!

Subject: jacuzzi in VIP section of park isn’t working

Hi park management team

I want to advise you that the jacuzzi in the vip section of the park isn’t working.

When I switch it on in the morning, the water jets don’t come on so people just end up sitting in still water, which isn’t very entertaining at all.

I’ve been told that a reporter from the local newspaper, the Emailtown Examiner, is coming in the next few days to have a look at all the facilities of the VIP area to write a review about it.

It would be great if you could fix this problem before he comes on Wednesday so that we get a good review in the paper. If he sees the jacuzzi isn’t working, he might write bad stuff about us.

What do you think?

KR,

Igor

***Sunday, 1 January:***

You arrive at the Fortress of Removed Doubt to talk to the custodian, Remo.

You find him poring over some fragments of parchment. He greets you and says “We dug up these fragments last week. It’s possible they could be printouts of the first emails ever written – or they could be a hoax.”

He agrees to an interview if you help him put the fragments together in a sensible order.

You’re pretty sure this ‘archaeological find’ is a hoax, but you decide to help him out anyway. After all, it’s the only way he’ll talk to you….

Enclosed are 2 emails split into elements. One email fits all the MBeC guidelines; the other one breaks Remove Doubt.

Put the fragments in a logical order and decide which one fits the 6 Guidelines. Add the numbers at the right-hand side of each of the elements of the good email and report the total to the Chief of Police. Remo will agree to an interview if your number is correct.

Good luck!

Fortress of Removed Doubt: Open Day (Invitation) 65

Hello Everyone, 30

This is to invite you to an Open Day taking place at the Fortress of Removed Doubt on Sat, 7 Jan.

25

The free event starts at 13:00 and will include a guided tour of the Fortress, an archery tournament, a display by a military re-enactment group, and much more.

50

The Open Day finishes with a firework display at 18:00. Please remember to leave your pets at home and wear warm, waterproof clothing.

70

You can find more details about the Open Day **<here>**. 45

Looking forward to seeing you on Saturday! 80

Best regards,

Remo 100

Fortress of Removed Doubt: Open Day (Invitation) 65

Hello Everyone, 30

This is about an Open Day you might like, taking place at the Fortress of Removed Doubt on Sat, 7 Jan.

90

The free event starts at 13:00 and could include a guided tour of the Fortress, an archery tournament, a display by a military re-enactment group, and much more.

55

The Open Day finishes with a firework display at around 18:00. Please remember to leave your pets at home and wear warm, waterproof clothing.

75

If you want more details about the Open Day, click **<here>**. 65

Hope to see you on Saturday! 90

Best regards,

Remo 100

***Sunday, 1 January:***

The You Perspective Advertising Agency is an imposing building of glass and chrome.

The reception is closed but you find a staff entrance round the back. It’s protected by a key code. A panel next to the keypad shows the following instructions:

To open the door, decide which of the sentences in the first table are the You Perspective versions of the 6 sentences in the second table.

Match the numbers to the letters in the box below. That’s the keycode.

|  |  |
| --- | --- |
| 1 | This is regarding… |
| 2 | You’ll be pleased to learn that… |
| 3 | You’ll get the report by…. |
| 4 | Your help is required. |
| 5 | Could you please reply by… |
| 6 | The report should be sent by…. |
| 7 | Could you please clarify…. |
| 8 | The database shows that…. |
| 9 | Please find attached…. |

|  |  |
| --- | --- |
| A | I need you to reply by… |
| B | I have checked the database and discovered that…. |
| C | I’m writing to you in connection with…. |
| D | I don’t know what you mean by…. |
| E | I will send the report to you by… |
| F | I am happy to tell you that… |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** |
|  |  |  |  |  |  |

Once you figure out the 6-digit keycode, report it to the Chief of Police to see if you unlock the door.

Good luck!