

ASKING FOR AND GIVING ADVICE

Asking for and giving advice	
We use should/would + infinitive without <i>to</i> to give advice.	I/You/He/She/It/We/They should/shouldn't (should not) ...
	What should I do?
	You should buy a flash drive.
	You shouldn't get a server.
	I/You/He/She/It/We/They would/wouldn't (would not) ...
	What would you recommend ?
	I'd (would) recommend a flash drive.
	I wouldn't (would not) recommend a server.

Speaking 6 Work in pairs. Practise asking for advice about backup solutions for a small company. Use the information in 2.

Example:

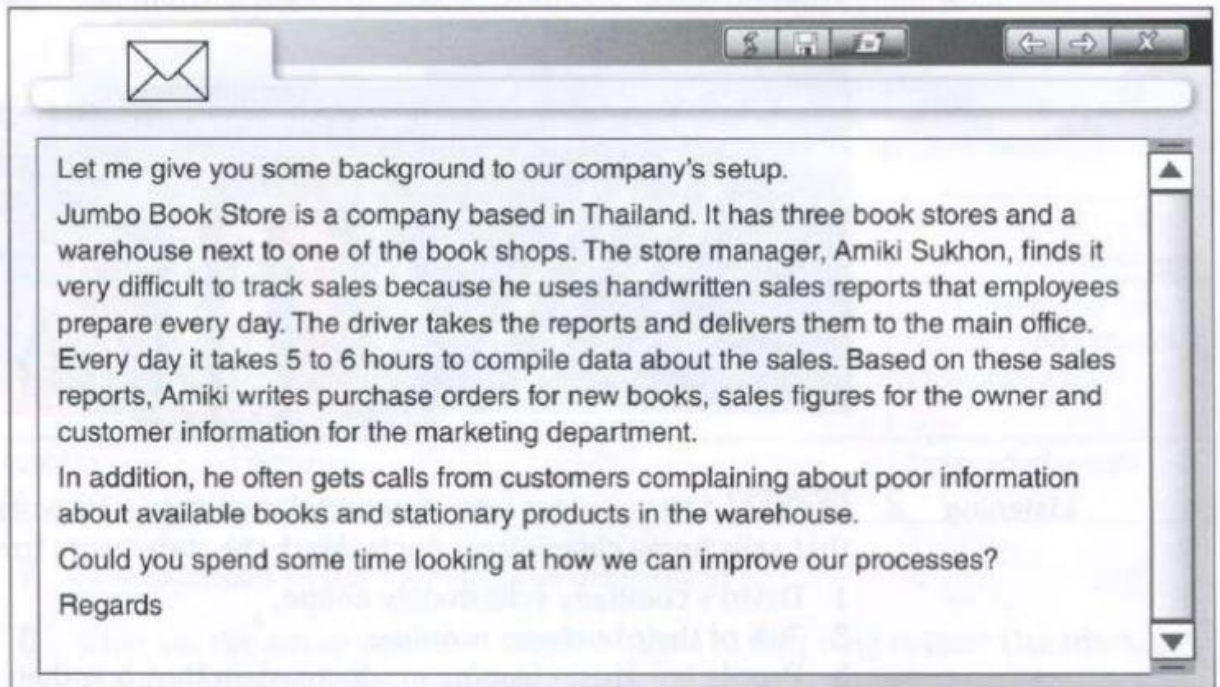
A: What would you recommend ... ?

B: I'd recommend ... / You should ...

Business matters

Reading 1 Read part of this email from the owner of Jumbo Book Store. Answer these questions.

- 1 What types of information does Jumbo Book Store communicate between its employees?
- 2 How do the employees exchange information in the company?
- 3 What documents does Amiki prepare?
- 4 How much time does it take to compile the data?
- 5 Why do the customers complain?



Speaking 2 Work in small groups. Prepare recommendations using the problem/solution outline.

Problem/Solution Outline

Problem/Solution Outline

Problem	Who?
	What?
	Why?

↓

Solutions	1.	3.
	2.	4.

↓

End Results

3 Present your recommendations to another group.

