

Unit 4

1. During my duty period on the company stand the procurer from Proprinta enquired about our machines.
2. The main points must be clearly recorded, so that we have a permanent record for the files.
3. We had a meeting with union representatives concerning job-related illnesses.
4. We'll have to check office lighting, because staff are complaining of headaches.
5. Who is the report for, why does he/she want it and how will he/she use it?
6. In order that your reader can understand what you wanted to say, follow these "Golden rules".
7. I don't want to sound as though I have something against breaks in principle.
8. This development has already been discussed with the heads of departments on several occasions.
9. It is impossible to prevent the staff from gathering round coffee machines.
10. Consider your task and decide how to improve the report.

1. They were able to cut the production time by nearly a third.
2. If you deliver the goods by the end of the month, I'll increase your monthly bonus.
3. I had to postpone my business trip for a month.
4. It seems as though we were billing them for two batches instead of one.
5. How did the misunderstanding arise?
6. Company targets are set every year.
7. What is the deadline for submitting the report?
8. When placing an order, then do it in writing.
9. The invoices are being sent (out).
10. We'll pay a month's extra salary to any person who will forward the best suggestion how to improve office routine activities.