

Writing

Read the e-mail opposite from your company's HR manager.

Write a reply in approximately 200 words . Use the vocabulary from Units 1 and 2.

Hi,

It's great you were able to come to the meeting yesterday.

I realise you are quite concerned about those communication problems at your branch office.

It would be extremely useful if you could

- send us a summary of the current problems,
- and let us have your suggestions how they could be resolved.

Then we'll be in a better position to help.

Many thanks,

Alex