ENGLISH A1 · REFERENCE C

Name: _____ Date: _____

# Reference C: Signs, notices and messages

Focus: common signs and notices (Unit 8); how to open and close an email, a message or a text (Units 7, 8, 9 and 11)

## Signs and notices (Unit 8)

| Sign | Meaning | Sign | Meaning |
|---|---|---|---|
| Push | Press to open. | Pull | Pull to open. |
| Open | You can come in. | Closed | It isn't open now. |
| Entrance / Way in | Go in here. | Exit / Way out | Go out here. |
| No smoking | Don't smoke here. | No parking | Don't park here. |
| Please wait here | Stop here and wait. | Out of order | It doesn't work. |
| Cash only | Pay in cash, not by card. | Sale | Prices are lower now. |
| Tickets | Buy your ticket here. | Information | Ask questions here. |
| Mind the step | There is a step here. | Keep left | Walk on the left. |

### OPENING A MESSAGE (UNITS 7, 8 AND 11)

Email: a short **Subject:** line · Polite: **Dear** Mr Brown, / **Dear** Ms Green, (a boss, a company)
Friendly: **Hi** Tom, / **Hello** Maria, · First line: Thank you for your message. · How are you?
I'm writing about the flat. · Sorry, I can't come on Monday. · Can I ask a question?

### CLOSING A MESSAGE

Polite: **Best wishes,** / **Kind regards,** + your name on a new line
Friendly: **See you soon!** / **See you later!** / **Thanks,** Ani / **Love,** Sara
Before the end: Thank you for your help. · Thanks a lot! · See you on Saturday!

### TEXT MESSAGES: SHORT AND FRIENDLY (UNIT 9)

Hi Tom! I'm at the station. · See you at 7. · OK, see you then! · Sorry, I'm late.

### MODEL EMAIL

**Subject:** Meeting on Monday
**Dear** Ms Green,
Thank you for your email. I can come on Monday at ten. Can I bring my colleague?
**Best wishes,**
Lena

Gratis te downloaden, te printen en te gebruiken – thuis, in de klas of waar je maar wilt.