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

ڈاؤن لوڈ کرنا، پرنٹ کرنا اور گھر میں، کلاس میں یا کہیں بھی استعمال کرنا مفت ہے۔