ENGLISH A1 · UNIT 11 · WRITING Name: _____ Date: _____

Writing: A message to your boss

Focus: writing a polite message: Dear + name, Sorry ..., I was ill, I've got ..., I feel better, Best wishes

1 Complete the message with: Dear, Sorry, was, better, wishes.

Example: _____ you for your message. → Thank

1. _____ Mr Brown,
2. _____, I wasn't at work yesterday.
3. I _____ ill. I was at home in bed.
4. I feel _____ today.
5. Best _____, Ali

2 Write a message to your boss or teacher (30-50 words).

MODEL

Dear Ms Green,
Sorry, I wasn't at school yesterday. I was ill. I've got a bad cold. I was at home in bed. The doctor's instructions: stay in bed for two days. I feel better today. Thank you.
Best wishes, Omar

- Dear + name
- Sorry, ... Where were you yesterday? What was the matter?
- How do you feel now? Thank you. Best wishes, + your name

Self-check: capital letters and full stops · subject + verb word order · this unit's grammar · this unit's words · the right length

ANSWER KEY

1 1 Dear, 2 Sorry, 3 was, 4 better, 5 wishes

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