

D Rewrite these sentences using an appropriate modal form to replace the words in *italics*.

- 1 *It is not necessary* for you to wear a suit. Their company culture is quite informal.
..... *You don't have to wear a suit*
- 2 *You are not allowed* to drive without your seat belt on.
.....
- 3 If you are invited for dinner, *it is a good idea* if you buy your hosts some flowers.
.....
- 4 In many countries, *it is not good* to point your finger at people.
.....
- 5 Although I know them all very well, I *am obliged* to address my colleagues by their surname.
.....
- 6 *It is essential* for all visitors to wear their name badge at all times.
.....
- 7 *Is it necessary* for me to buy my hosts an expensive gift?
.....
- 8 In Canada, smoking *is prohibited* in most public spaces.
.....

WRITING

A

Sentences 1–10 below are from two different documents. Decide which are from a) a letter of invitation to a consultant, and b) an e-mail booking. Write the sentence numbers in the table in the correct order.

a) Letter of invitation to training consultant	5				
b) Informal e-mail requesting booking	6				

- 1 As I explained to you briefly when we met, our engineers often spend periods of up to three months in India, Malaysia or the Philippines.
- 2 Breakfast only please as they'll be otherwise entertained for the rest of the day.
- 3 Could you book three single rooms en suite in my name at the Royal, 3–6 May?
- 4 I very much hope that your schedule will allow you to accept our invitation.
- 5 I was delighted to talk to you after your presentation at the *Bridging the Culture Gap* conference in Frankfurt last week, and I would like to thank you for the interest you expressed in our company.
- 6 Just to let you know that we are expecting three potential clients from Egypt to visit our design department early next month.
- 7 Many of them request practical information about various aspects of those cultures.
- 8 Many thanks.
- 9 That reminds me: any suggestions for their evening programme would be greatly appreciated.
- 10 We would therefore like to invite you to run a one-day training seminar on cultural issues for a group of twelve staff due to leave for the Philippines in mid-April.