

Business Christmas Cards Do's and Don'ts- Imperatives and Conjunctions Practice (Giving instructions/ giving reasons)

Worksheet 1- Imperatives Practice

Write the correct positive or negative imperatives in the sentences below depending on whether you think they are things you should or shouldn't do.

_____ (send) a business Xmas card to a client's home address,

_____ (send) it to their office

_____ (handwrite) something in your business Christmas cards

_____ (make) homemade business Xmas cards

_____ (send) separate Xmas cards to each person you deal with in a client company or a supplier, including secretaries and assistants

_____ (buy) Christmas cards in January

_____ (write) the same message in every card you send

_____ (include) the names of a business associate's family in a business Xmas card

_____ (write, print or stamp) your company name in the Christmas card

_____ (send) two separate Xmas cards if your friend or family member is also your business associate

_____ (send) Christmas cards with general, non-religious messages and pictures like "Happy Holidays" or "Season's Greetings" to your overseas clients

_____ (buy) Xmas cards from a charity

_____ (send) Xmas cards made of recycled paper and clearly marked as such

Match the sentences to the sentences on the next page giving reasons for the things above, then use the reasons to check your original answers above.

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Worksheet 2- Language for giving reasons

The main reason for this is to show that they are important enough for you to spend time on.

to show that your company is caring and matches the ideals of Xmas.

One reason for this is to help them keep all their business Xmas cards together in case they need to send replies.

This is because it looks cheap.

as any business cards you include might become separated from the Xmas card, making it difficult for them to remember who it is from.

as it makes your company look ecologically friendly.

in order to avoid offending people who are not Christian.

so that you don't have to worry too much about sending them a similar card or message as you send to people you know less well.

in order to get them on your side next time their boss has to make a decision involving your company.

so that you can get them half price.

in case two people compare cards and see you have not put any thought into what you have written.

to show a personal touch.

Check your answers with the answer key and add the correct punctuation you see there to the sentences above.

Underline all the general expressions for joining ideas together and giving reasons above.

Tell your partner some things you do and don't do at Xmas (either at work or at home) and see if they can make a correct sentence with the reason why you do it or don't do it.

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Worksheet 4- Linking phrases practice

Without looking back at the previous worksheets, add one word to each of the sentences below

Don't send a business Xmas card to a client's home address, send it to their office. One _____ for this is to help them keep all their business Xmas cards together in case they need to send replies.

Handwrite something in your business Christmas cards. The _____ reason for this is to show that they are important enough for you to spend time on.

Don't make homemade business Xmas cards. This is _____ it looks cheap.

Send separate Xmas cards to each person you deal with in a client company or a supplier, including secretaries and assistants _____ order to get them on your side next time their boss has to make a decision involving your company.

Buy Christmas cards in January so _____ you can get them half price.

Don't write the same message in every card you send, _____ case two people compare cards and see you have not put any thought into what you have written.

Include the names of a business associate's family in a business Xmas card _____ show a personal touch.

Write, print or stamp your company name in the Christmas card, _____ any business cards you include might become separated from the Xmas card, making it difficult for them to remember who it is from

Send two separate Xmas cards if your friend or family member is also your business associate _____ that you don't have to worry too much about sending them a similar card or message as you send to people you know less well.

Send Christmas cards with general, non-religious messages and pictures like “Happy Holidays” or “Season's Greetings” to your overseas clients in _____ to avoid offending people who are not Christian.

Buy Xmas cards from a charity _____ show that your company is caring and matches the ideals of Xmas.

Send Xmas cards made of recycled paper and clearly marked as such, _____ it makes your company look ecologically friendly.

Check your answers with the answer key.

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Worksheet 5- Instructions language practice

Choose one of the situations below and give your partner instructions on what to do and not to do, along with reasons why. Can they guess which situation you are talking about?

1. Going to a dinner party at someone's house
2. Going to someone's wedding
3. Dismissing someone or making them redundant
4. Telling a subordinate that they have done something wrong
5. Asking your boss for a pay rise
6. Quitting your job
7. Socializing with your colleagues
8. Chairing a meeting
9. Meeting someone for the first time
10. Applying for a job
11. Sending a first email to someone you haven't contacted before
12. Having a job interview
13. Running for president or prime minister of your country
14. Being a CEO of a big company
15. Fixing a jammed photocopier
16. Fixing a jammed printer
17. Writing a report
18. Writing a note
19. Taking a message
20. Setting up a new answer machine.
21. Writing a memo
22. Getting rid of computer viruses
23. Choosing a new computer
24. Getting on with your colleagues

Do you agree with all the instructions your partner(s) gave? Why/ why not?

Do you think any of the situations above change depending on the culture?

Continue the game above with other situations you can think of. Can your partner guess the situation?