

Subject: Meeting the urgent furniture order with efficiency.

Hi David,

I hope this email finds you well. I understand your concern about the large order we have received, but I wanted to share my thoughts on how we can meet the customer's deadline without any delays.

Firstly, we can increase the number of hours worked by implementing flexible shifts.

This will allow us to extend our production hours without overwhelming our employees.

Secondly, investing in new equipment could substantially enhance our manufacturing efficiency. Upgrading our machinery, especially for key production processes.

Lastly, we can consider hiring temporary workers to support the existing team.

I believe that by strategically addressing these three themes - increasing working hours, investing in new equipment, and possibly hiring temporary workers, we can not only meet but exceed the customer's expectations. Looking forward to hearing from you.

Email Writing

- to-do-list
- tasks ordered by importance
- daily progress review

subject: Tips for effective time management.

Hi Thomas,

~~This email~~

I hope this email finds you well. I understand that you have been quite busy lately and are looking for ways to manage your time more efficiently.

Here are three suggestions based on the themes you mentioned:

To-do-list:

consider creating a daily to-do list to organize and prioritize your tasks. Write down everything you need to accomplish for the day. This helps in visualizing your workload and provides a clear roadmap.

Supporting Idea:

Break down larger tasks into smaller, more manageable subtasks. This way, you can focus on completing one thing at a time, making the workload seem less overwhelming.

Tasks ordered by importance:

Prioritize your tasks based on their importance and deadlines. This ensures that you tackle the most critical tasks first, making the best use of your time and energy.

email

Subject: suggestions for utilizing extra space on company property.

Hi Mr. Williams,

I hope this email finds you well. I wanted to share some ideas for using extra space on our company property, as you mentioned. Here are three suggestions that might bring some positive vibes to our workplace.

1. Cafe:

How about setting up a cozy cafe where employees can grab a coffee or a quick bite? It could be a great spot for informal meetings and a nice way to encourage socializing among colleagues.

2. on-site Gym:

Many of us talk about staying healthy, and having an on-site gym could make it easier for employees to squeeze in a quick workout during lunch breaks or after work. It promotes wellness and a healthy work-life balance.

3. Flower Garden:

Transforming a part of the property into a flower garden could add a touch of nature to our work environment. It creates a serene space for breaks or just a breath of fresh air, enhancing the overall ambience.

I believe these ideas could contribute positively to our workplace, fostering a more enjoyable and productive atmosphere. Let me know if you'd like more details or if there's

GO AT - Associate partner
I/ TYPING - ① → 3 min ✓

II SENTENCE COMPLETION - 20 SENTENCES - 25/sec

III DICTATION - 16 SENTENCES - 25/sec

IV PASSAGE RECONSTRUCTION - 4

V EMAIL WRITING - 1

- ① If you want meet with the CEO, you need to make an appointment weeks in advance.
- ② Give my regards to Anna and the kids.
- ③ I'm sorry I'm late. I woke up late this morning.
- ④ I love pets. I'm a member of an animal protection rights group and to volunteer work once a month.
- ⑤ she was awarded a promotion based on her excellent performance on the job.
- ⑥ The baker had several burns on his wrists from the times he had touched the sides of the oven.
- ⑦ The store had only been in business for two months when the owner sold it.
- ⑧ For information about ~~the~~ product, please consult the instruction manual.
- ⑨ The speaker at the conference was very interesting. I enjoyed his talk very much.
- ⑩ It looks like this document has been edited already - is this the final edition ?
- ⑪ My friend, who has lived in New York all his life, took me on a personal tour of the city.

reaching

10 I had to take out a loan from the bank to cover ~~of~~ the cost of replacing the roof of my house.

11 The library advertised the event by posting flyers throughout the city.

12 The new trainees are getting along just fine.

13 Every summer, the neighboring town hosts a big event which attracted hundreds of people every year.

14 We had planned to go hiking today, but the weather was so bad that we had to come up with an alternative plan.

15 You need a parking Ticket if you want to leave your car here.

16 All the books down behind my desk are tangled up.

17 I know you love travelling abroad. would you be interested in a position in our overseas office?

18 Because the company did not accept applications by mail, he had to submit his applications ~~by mail~~ using company's website.

19 The broadcasting company is funded by the Government. However, everybody who owns a television pays an annual license fee.

20 Some of my fondest childhood memories are going fishing and setting up a picnic near a lake with my family.

- 23) The number of attendees far exceeded expectation. The event site was very crowded. ~~and~~ It was not even easy to ^{walk} ~~around~~ ^{around}.
- 24) The baker had several burns on his wrists from the times he had touched the sides of the oven.
- 25) I don't like what I wrote. I'm going to ~~re write~~ ^{re write} it completely.
- 26) The residents were advised to evacuate their homes before the storm [↓] ~~reached~~ ^{set in} them.
- 27) Her best ~~to~~ selling novel was nominated for several awards.
- 28) * I'm suffering from Jet-lag ~~so~~ It was an eight hour flight and any body thinks it's 3 o'clock in the morning.
- 29) It remains to be seen whether the company will stay in business next year.
- 30) The department is responsible for the mistake so they will have to bear the cost of the failure themselves.
- 31) I can't Imagine what it must be like having to do a task like this all day.
- 32) I couldn't believe it when he agreed to make an appearance on the show tonight.

DICTION

①

1. Do you need such a problem program
2. The proposal is finished.
3. Keep applying for a new job.
4. I'm going with you aren't eyes.
5. I am leaving in ~~June~~ early June
6. The company first opened when I was much younger
7. We've agreed on all the major points.
8. The benefits include a retirement plan.
9. All of these projects are driven by the market.
10. ~~The~~ company is having a party for all employees this week.
11. please spell check all reports turning them.
12. The human resources department is doing everything it can.
13. I turned down the offer because they needed someone who could travel.
14. John is looking into franchise opportunity.
15. The most practical choice is a policy
16. ~~My~~ Mike wonders if he can eat his lunch at his desk.

* I got some helpful articles on staying productive
60 Abt work from our new York branch. I think you will
find them useful. Check out ~~link~~ the link to Learn
something new.

610 AI
* Our gym is located across your office and
is currently offering a special discount to all
employees working in your office. Regular exercise is
good for staying positive and healthy, as per
researchers. If you join this week, you can have
a personal trainer for your first five visits.

610 AI
* 16
Anna planned a surprise birthday party for her
coworker, Susan. She told everyone at the office to
keep it as secret and asked the company president
to send an email about a meeting. When Susan entered
the conference room, thinking it was a meeting,
everyone surprised her by shouting, "happy birthday."

1 I'm sorry for the confusion about your
pay rate. Our Budget got cut. We had to
Lower the amount we can offer. If you
want more information feel free to ask.

2 Anna got her suit from dry cleaners,
paid for it, but found it wasn't cleaned
well. She told them nicely and asked
a refund.

Even though the cleaner said sorry, he
claimed it wasn't his fault and didn't
give Anna a refund.

③ Modin is a chef in an U.S Italian restaurant. He was hired for one year but stayed longer because the restaurant liked his cooking, now the restaurant is highly rated in reviews, all thanks to Modin's delicious food.

④ I got some articles from New York office on being productive at work every day. Click the link below to check out them. You might pick out some new tips.

⑤ George works in the film industry in Los Angeles. He is used to think, He'd meet famous actors and producers everyday. However his job involves editing films so, he's always inside the room editing room, unfortunately, he never gets to see actors in person.

⑥ After thirty years in sales James retired. Initially, he relaxed and read a lot, but boredom set in after month. To stay busy, he volunteered at the local animal rescue center enjoying working with the animals.

7) John manages a small store. An upset customer called him to complain about home security system system. She bought, she said it didn't work right as the alarm went off when she was at home.

At first she wanted a refund after John apologized and offered to replace her system with a new one. She agreed.

8) Workers wanting summer leave should ask managers before hand. Many plan to be out during summer. As a company we want to ensure enough people are on the projects before approving time-off requests.

9) The gym across from your office has a special discount for all employees. Researchers say regular exercise is great positivity and health. If you join this week, you can have a personal trainer for ^{your} the first five visits.

10) John was eager to use his new phone, so when he got home he turned on it didn't work. Quickly, he drove back to the store. The salesperson was a friendly and helped him insert the battery. John was happy the phone worked. But he felt embarrassed to he not read the instructions.