



Email Your Boss

Write an email to your boss. It must include the following things:

1. Some clients are coming from America. How much money can you spend on them?
2. You have not received last months pay check.
3. You would like to take a week's worth of vacation time at the end of next month.
4. Some clients have complained that your receptionist is not very friendly.

Email

Lined area for writing the email.

※ Don't forget to post your answers online!



Questions & Notes

Notes

Grammar

Practice using **career path**, **parent company**, **share price** and **subsidiary** in sentences.

I'm following a career path to become CEO of my company.

1. _____

2. _____

3. _____

4. _____

※ 日本語でも OK!