

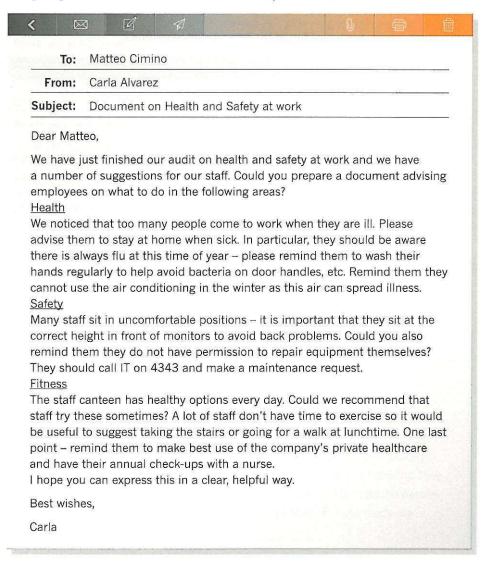
Writing Instructions and warnings

1 Read the general instructions from a company handbook. Decide if they are Dos, Don'ts or Warnings.

A few things to remember

- No one is permitted to use technical equipment without training.
- Report any faulty equipment to your manager.
- You are not allowed to eat while working.
- Watch out for wet floors.

- Follow safety instructions carefully.
- Don't remove company property.
- You must wear your name badge at all times.
- Be careful not to damage company equipment.
- Read this email from the Human Resources Manager (Carla), requesting some health and safety guidelines. Imagine you are Matteo and write the guidelines, giving staff information on health and safety. Write about 120 words.



- Organise your instructions and warnings into sections for 'Health', 'Safety' and 'Fitness'.
- Include all the points in the notes.
- Use some of the following phrases to avoid sounding repetitive: beware of, don't, no one
 is permitted to, make sure, must, you're not allowed to, don't forget to, watch out for.