

Reading and speaking: Bosses' Day

7 Read about 'Bosses' Day' in the United States. Do you celebrate 'Bosses' Day' in your country? Would you like to?

October 16th is 'Bosses' Day' in the United States, and some employees send their boss a greeting card. Some even hold small parties for their boss or give them small gifts. Greeting card companies sell a variety of cards for employees to express their appreciation.

8 Look at the Bosses' Day cards. Which card is most appropriate for your boss? Choose one. Do you want to change the words? If so, how? What will you write inside?

9 Work in groups. Discuss these questions.

- 1 You're the boss and your employees give you these cards. What do you say and think?
- 2 Is Bosses' Day just a way for greeting card companies to make money, or does this idea have value?

10 Think of someone you want to thank and design a thank-you card. Plan what it will say on the front and what it will say inside.

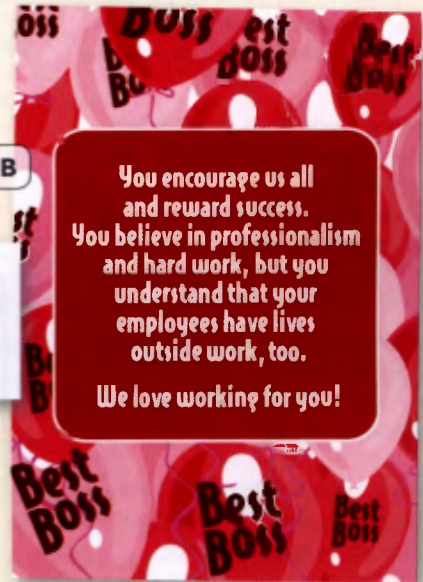
Writing: A thank-you email

11 You visited your London office last week. One of your colleagues invited you to their home and you had a meal with their family. You are now writing to say thank you. Think of different words and phrases to complete the sentences.

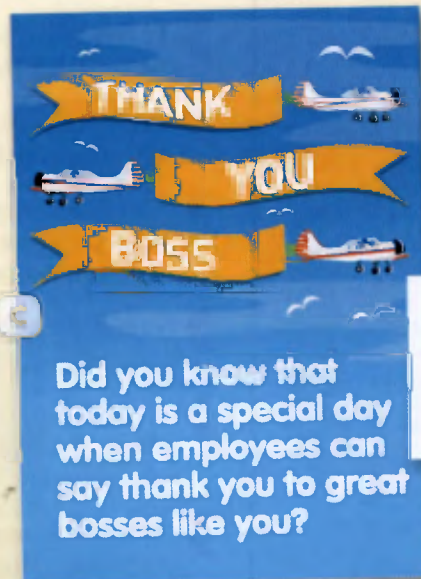
Dear Chris,
 Thank you so much for
 1 inviting me to your home
 last 2 _____. It was very
 3 _____ of you. The meal was
 4 _____ and I really enjoyed
 meeting 5 _____.
 When you come to 6 _____,
 you must allow me to 7 _____
 your hospitality. I would like to
 cook 8 _____ for you.
 Please say thank you to
 9 _____ for me. It was very
 kind of her to 10 _____.
 Once again, thank you so much.
 11 _____



*Thank you for
 being so wonderful
 to work with.
 Have a great day!*



**Thank you for being
 so supportive!**



**You did? Well then,
 did you also know that
 big bonuses and pay rises
 make happy workers?**