

NOTICE WITH HEALTH AND SAFETY TIPS

Before You Write

Read the notice. Write the problem next to each health or safety tip.

the flu sore eyes bad posture stress head injuries

FACTORY HEALTH AND SAFETY TIPS

1. It's important that all employees get a flu shot. _____
2. It's a good idea to wear your helmet at all times. _____
3. You should take a five-minute break from your computer every hour. _____
4. You should try to sit up straight. _____
5. You should relax at our new health spa. _____

Adapted from New Interchange Business Companion 1

Your First Draft

A What health and safety problems do students have? Complete the chart below.
Write advice for each problem.

Problem	Advice
1. stress	go to the gym regularly
2. headaches	
3.	
4.	
5.	

B Write a notice. Use the information from your chart and the notice above as a model.

C PAIR WORK Read your partner's notice. Write answers to these questions.

1. What do you like about the notice?
2. What information is unclear?
3. What else do you want to know?

Your Second Draft

Use your partner's answers to revise your notice.

new words					
helmet	injury	posture	safety	shot	tips