

Answers

1. a) = ii) *please wipe the door handle with disinfectant*
b) = i) *you should wipe the door handle with disinfectant*
c) = iii) *always wipe the door handle with disinfectant*

2.	REQUEST	SUGGESTION / ADVICE	ORDER / INSTRUCTION
	ask	advise try to should not should be	keep away never don't always must not need to make sure

3. a) **Keep away** from family or friends who show signs of a new cough or a fever.
b) **Ask / advise** colleagues to wash their hands with soap and water for 20 seconds.
c) Restaurant tables **should be** spaced well apart.
d) You **must not** come to work for 7 days if you have a new cough or a fever.
e) **Always / try to** have hand sanitiser on reception and in public bathrooms.
f) **Make sure** you disinfect door handles regularly.
g) Managers **need to** make sure staff sneeze or cough into their arms, not their hands.
h) To keep safe, staff **should not** visit crowded places like pubs or clubs.
i) **Don't** shake hands with colleagues or clients, but bump elbows instead.
j) **Never** cough or sneeze over someone.