

Name: _____

Date: _____



We have had a very successful **fiscal year**. Our **sales rose** by 14 percent and our **market share** by 12 percent. Many of you have worked long hours under **tight deadlines** and difficult conditions to achieve that. To recognize this fact, the company will **show its appreciation** through a **profit - sharing** program. Five percent of our total net income will be **distributed** among all staff who have worked here for at least nine months. You can get **details** on this on the company homepage. This is our small way of thanking you for all you've done.

1. Who do you think is talking?

2. Who is this message to?

3. The sales rose for _____

4. I want to show my appreciation for _____

5. Give me the details about _____