

**Business Christmas Cards Do's and Don'ts- Imperatives and Conjunctions Practice (Giving instructions/ giving reasons)**

**Answer key**

Don't send a business Xmas card to a client's home address, send it to their office. One reason for this is to help them keep all their business Xmas cards together in case they need to send replies.

Handwrite something in your business Christmas cards. The main reason for this is to show that they are important enough for you to spend time on.

Make homemade business Xmas cards. This is because it looks cheap.

Send separate Xmas cards to each person you deal with in a client company or a supplier, including secretaries and assistants in order to get them on your side next time their boss has to make a decision involving your company.

Buy Christmas cards in January so that you can get them half price.

Don't write the same message in every card you send, in case two people compare cards and see you have not put any thought into what you have written.

Include the names of a business associate's family in a business Xmas card to show a personal touch.

Write, print or stamp your company name in the Christmas card, as any business cards you include might become separated from the Xmas card, making it difficult for them to remember who it is from

Send two separate Xmas cards if your friend or family member is also your business associate so that you don't have to worry too much about sending them a similar card or message as you send to people you know less well.

Send Christmas cards with general, non-religious messages and pictures like "Happy Holidays" or "Season's Greetings" to your overseas clients in order to avoid offending people who are not Christian.

Buy Xmas cards from a charity to show that your company is caring and matches the ideals of Xmas.

Send Xmas cards made of recycled paper and clearly marked as such, as it makes your company look ecologically friendly.