

Letter of Reference, Complete the sentences with the words [1-2]

References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) "Language and Communication Skills After Graduation"

Nottingham University,
Faculty of Engineering,
Chemical Engineering Department,
University Park, Nottingham,
NG72RD, UK

April 7th, 2007

To Whom It May Concern:

Reference for Dr. Pink White

I know Dr. Pink White as an undergraduate student, graduate student, and research assistant in our department. She finished her B.Sc. very successfully. Her academic performances in undergraduate and graduate courses were always in the top 5%. Dr. Pink White had proved that she has an outstanding capacity to carry out an independent academic work. Unfortunately, I have no experience to judge her teaching abilities.

She has excellent analytical ability, initiative, perseverance and high motivation for graduate work and research. She has an outstanding personality; she is very graceful, kind, and calm. She has very sound and attractive personality and stable character. She is very dependable and creative. I did not experience any weakness of her. I recommend her without hesitation.

I would gladly answer any request for further information.

Sincerely yours,

Prof. Dr. John Hills
Head of Department

Rewrite the sentences below with the correct word order to make the phrases

Thank all for help in into this system your you new place. putting

Thank you all for your help in putting this new system into place.

If personal concerns, contact you have please at me email any my address.

If you have any concerns, please contact me at my personal email address.

Letter of Reference

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A.N.Y. Company Ltd
69 Any Street, Anyville, Anystate
Tel: 0123456789

Date

To Whom It May Concern:

Reference for Mr James Blond

James Blond joined the A.N.Y. Company in July 1998. Since then he has proved to be a most reliable and effective member of the sales team.

James is professional and efficient in his approach to work and very well-liked by his colleagues and executive clients. He is well-presented and able to work both independently and as part of a team.

His contribution to all areas of company activity in which he has been involved have been much appreciated.

I believe that James will make a valuable addition to any organization that he may join. We deeply regret his decision to move on and I recommend him without hesitation.

I would gladly answer any request for further information.

Sincerely,

Penny Farthing
Managing Director

penny.farthing@a-n-y.com

»[13,1]

Rewrite the sentences below with the correct word order to make the phrases

I should list grateful you would be if send translation us your price about your services.

1. I should be grateful if you would send us your price list about your translation services.

We business continue to hope you in with doing the future.

2. We hope to continue doing business with you in the future.

Our an back records to show that you dating have outstanding balance January, 2013.

3. Our records show that you have an outstanding balance dating back to January, 2013.

Thank this in in help advance your you for matter.

4. Thank you in advance for your help in this matter.

This goods inform you your were to that is sent.

5. This is to inform you that your goods were sent.

Please of us about your information range send products.

6. Please send us information about your range of products.

**Complete the sentence with the words in the list.
In the two gaps there are two missing words.
Use each word only once.**

**signature, decent, order, further, wage, receiving, detailed,
contract, hesitate, satisfaction, attributes, deadlines**

1. A great deal of pressure is placed on choosing a career that provides a title and **decent** **wage** .
2. In accordance with our agreements, we are sending you the **contract** in duplicate for your **signature** .
3. Other important **attributes** include a high degree of self-discipline and the ability to work to tight **deadlines** .
4. We look forward to **receiving** your **detailed** offer.
5. We hope that we have executed your **order** to your full **satisfaction** .
6. Do not **hesitate** to contact us again if you require any **further** information.

Rewrite the sentences below with the correct word order to make the phrases

We your offer. to forward receiving detailed look

1. We look forward to receiving your detailed offer.

Quotation ? a Could us please send you

2. Could you please send us a quotation?

Thank due executing very much you order our in for time.

3. Thank you very much for executing our order in due time.

to of am my provide writing I notice resignation. Formal

4. I am writing to provide formal notice of my resignation.

you. I is that notice for two sufficient weeks trust

5. I trust that two weeks is sufficient notice for you.

Rewrite the sentences below with the correct word order to make the phrases

Our you balance. records that an show outstanding have

1. Our records show that you have an outstanding balance.

Unfortunately, offer. we to down your have turn

2. Unfortunately, we have to turn down your offer.

I be to the would pleased train choose. You individual help

3. I would be pleased to help train the individual you choose.

years. three the me Thank employing you for past for

4. Thank you for employing me for the past three years.

writing. to our are you pleased We to in offer confirm

5. We are pleased to confirm our offer to you in writing.