

Requesting Information, letter of Invitation, Complete and rewrite the sentences [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"

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Dreamtime Movies Universal Ltd

54 Oxford Road, Skagnes SK3 4RG
Tel: 0223 123 4567 Fax: 0223 765 4321
Email: info@dreamtimemovies.com.uk

Date

Lingua Services Galactic Ltd
69 Milk Street
LONDON SW7 6AW

Dear Sirs

Translation Brochure

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

We are currently developing our sales literature and web sites and are interested in translating these into five languages apart from English.

I look forward to hearing from you.

Yours faithfully

Andrea Philips
Marketing Manager ... » [1, 9]

«...

PJ Party
22 Yew Street, Cambridge, Ontario
Tel: 416-223-8900

April 7th, 20--

Dear Valued Customer:

Our records show that you have been a customer of PJ Party Inc. since our grand opening last year. We would like to thank you for your business by inviting you to our preferred customer Spring Extravaganza this Saturday.

Saturday's sales event is by invitation only. All of our stock, including pajamas and bedding will be marked down from 50-80% off.* Doors open at 9:00 AM sharp. Complimentary coffee and donuts will be served. Public admission will commence at noon.

In addition, please accept the enclosed \$10 gift certificate to use with your purchase of \$75 or more.

We look forward to seeing you at PJ's on Saturday. Please bring this invitation with you and present it at the door.

Sincerely,

Linda Lane
Store Manager

pjpartyinc@shoponline.com

*All sales are final. No exchanges.

Enclosure: Gift Certificate #345 (not redeemable for cash)

» [1, 10]

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

pleasure, competitive, payment, available, contract, having, interest, look, overlooked, goods

1. As our **contract** indicates, we begin charging 5% **interest** for any outstanding balances after 30 days.
2. We **look** forward to **having** you in our audience again next year.
3. I have **pleasure** in enclosing our latest brochures and price list from which you can see that our prices are highly **competitive**.
4. Unfortunately, we must inform you that the **goods** you require are currently not **available**.
5. You may have **overlooked** that your **payment** is overdue for three months.

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

1. entire be guarantee order performed satisfaction. that to We will your your

1. We guarantee that your order will be performed to your entire satisfaction.

2. as as know let Please possible. requirements soon us your

2. Please let us know your requirements as soon as possible.

3. any contact do hesitate have me. If questions not to you

3. If you have any questions do not hesitate to contact me.

4. accept conditions better but like need of offer, payment. to your we We would

4. We would like to accept your offer, but we need better conditions of payment.

5. a accordance agreements, are contract. prepared In our you sending we with

5. In accordance with our agreements, we are sending you a prepared contract.

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

apologize, concerns, chance, entitled, guarantee, developments, recipient, required, severance, wondering

1. We apologize that the celebration will have to wait until the New Year, but we guarantee that will be worth the wait.
1. You are entitled to two week's severance pay, which will be paid in full on your next pay-check.
1. Include a telephone number to the signature of the email. This will give the recipient the chance to telephone if necessary.
1. I was wondering if you could give me a hand? I need some inside information on recent developments over there.
1. We understand that you have concerns about the amount of time that will be initially required for inputting your client data.

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

after busy Christmas decided our party postpone season. This to the until year, we have

1. This year, we have decided to postpone the Christmas party until after our busy season.

about benefits complain dental employees lack Most our of package. in insurance the

2. Most employees complain about the lack of dental insurance in our benefits package.

as are feel free if know person. to to to the When writing write you you speaking someone well,

3. When writing to someone you know well, feel free to write as if you are speaking to the person.

any a addition believe James join. I make organization that that to valuable he may will

4. I believe that James will make a valuable addition to any organization that he may join.

a for for find is my notice position. replacement sufficient to that trust I two you weeks

5. I trust that two weeks is sufficient notice for you to find a replacement for my position.

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

employees, experience, invitation, off, perceived, requesting, response, shipped, store, use

1. Some problems were encountered when ___ **requesting** ___ vacation due to what is **perceived** ___ as long approval waiting periods.
2. Saturday's sales event is by ___ **invitation** ___ only. All of our stock, including pyjamas and bedding will be marked down from 50-80% ___ **off** ___.
3. My ___ **experience** ___ as supervisor and floor manager has been very positive and I'm confident that I will ___ **use** ___ many of the skills I have learned at Fielders in the future.
4. The order will be ___ **shipped** ___ within three days via UPS and should arrive at your ___ **store** ___ in about 10 days.
5. Give priority to vacation request ___ **response** ___ time as ___ **employees** ___ need faster approval in order to be able to plan their vacations.

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

at admission commence noon. Public will

1. Public admission will commence at noon.

and at bring door. the this invitation it Please with you present

2. Please bring this invitation with you and present it at the door.

any do during contact If you your period, please questions me. not have training hesitate to

3. If you have any questions during your training period, please do not hesitate to contact me.

January, 2009. an balance back dating have Our outstanding records show that you to

4. Our records show that you have an outstanding balance dating back to January, 2009.

already amount been disregard has notice. If this paid, please this

5. If this amount has already been paid, please disregard this notice.