

Writing a Formal Letter

1) Read the following invitation from the German Chamber of Commerce and the reply to it, and then choose the best words from the options in brackets.

Dear Mr. Boldt,

We 1(wish, want, would like) to invite you to our annual dinner on 15 February and 2(wondered, asked, demanded) if you would consider being one of our guest 3(announcers, speakers, talkers).

The theme we are promoting this year is the Single European Currency and we would 4(admire, like appreciate) a contribution from your field of manufacturing how this would 5(afflict, affect, alter) you and your colleagues' enterprises. Please 6(let, leave, make) us know as soon as possible if you are able to 7(arrive, attend, assist).

8(Inside, Enclosed Within) you will find a formal invitation 9(to, of, for) yourself and a guest.

Your sincerely,

.....

Peter Hoffman
Chairman

Dear Mr. Hoffman,

Thank you for your letter and invitation of 13 January 10(requesting, asking, inviting) Mr. Boldt to your annual dinner.

He will be 11(content, overjoyed, pleased) to attend and speak about the effects that parity of currencies will have on the costs of 12(crude, raw, first) materials for our industry. He 13(expects, awaits, forecasts) the talk to last about one hour.

I will send you a transcript next week and Mr. Boldt would 14(enjoy, greet, welcome) any comments or suggestions you care to 15(have, propose, make).

He looks forward to seeing you on February 15 at the 16(event, occasion, function).

Your sincerely,

.....

Barbara Schroeder (Mrs.)
p.p. Gunther Boldt
Chairman

KEY:

1 would like; 2 wondered; 3 speakers; 4 like; 5 affect; 6 let; 7 attend; 8 Enclosed; 9 for;
10 inviting; 11 pleased; 12 raw; 13 expects; 14 welcome; 15 make; 16 function.

2) Rory Taylor, Sales Director of Data Unlimited PLC, is organizing a sales conference for forty sales representatives to attend a two-day presentation by two advertisers who are promoting a new line of products.

As Mr. Taylor, write a letter to the Conference Centre based on the following information:

- Your address: Data Unlimited PLC, Data House, Chertsey Road, Twickenham, Middlesex TW1 1EP.
- Conference Centre, the Royal Hotel, Owls Road, Boscombe BH5 1AD.
- The hotel was recommended by associates and you want a conference room for forty reps for a two-day presentation.
- Dates of conference: 8 and 9 December 2010. You will need conference room and facilities from 09.00 to 18.00 on both days.
- Requirements: full seating, presentation platform, dais, public address system, screen for slides, PC.
- Refreshments: coffee/biscuits at 11.00, four-course meal in restaurant with table wine, tea/snacks at 16.00.
- Finish by asking for confirmation that the centre will be available.

3) Two sales representatives have made a last-minute booking, but the Royal Hotel is already fully booked. Write a letter from Mr. Taylor to another hotel nearby, requesting accommodation.

- The address is the Old Parsonage Hotel, 18 Forest Road, Boscombe BH5 1AD.
- The hotel was recommended by colleagues who stayed there last year.
- Two of your representatives, Mr. Charles Brown and Mrs. Paula Heywood, will be coming to Boscombe and staying from 7 to 10 December inclusive.
- Ask for two single rooms with en suite facilities and half board.
- Ask the hotel to arrange the hire of a medium-sized car for this period, as the representatives will need to get to the office and the conference centre.

Say that if they mail you confirming the booking, you will immediately forward the necessary deposit to secure it

