

UNIT 2 Letters, faxes and memos

Vocabulary

EXERCISE 1 Choose the best word to fit the gap.

- 1 There is always a lot of _____ to attend to on a Monday morning.
A letters B correspondence C communications D information
- 2 Please leave a message on the answer phone if you need to contact us _____ office hours.
A outside B over C through D against
- 3 The annual general meeting was _____ in the conference centre.
A conducted B provided C run D held
- 4 One of the _____ advantages of writing over talking to someone face-to-face is that you can take your time.
A remaining B related C relative D relevant
- 5 Make sure that the addressee's job _____ is correct.
A title B description C name D type
- 6 A well laid out letter always gives a good _____ .
A idea B reaction C impression D effect
- 7 If you are _____ in attending, please let me know as soon as possible.
A concerned B pleased C sure D interested
- 8 You must _____ your application by the end of the week.
A submit B subject C subscribe D subcontract
- 9 There has been a _____ agreement to supply Texmills with our products and services.
A long-winded B long-lasting C long-standing D long-lived
- 10 Managers should _____ staff to maintain the no-smoking policy throughout the building.
A suggest B encourage C support D co-operate

New International Business English

Reading

EXERCISE 2 Fill in the appropriate word from the box.

Dear Mr Jacobs,

Thank you very much for your letter (1) _____ 5 March. (2) _____ answer to your request, we have (3) _____ in enclosing our latest (4) _____ and price list.

I would like to (5) _____ your attention to the special offers. These products are available at a reduced price for a limited time only.

If you would like any (6) _____ information, please get in (7) _____ with me.

I look (8) _____ to hearing from you.

Yours (9) _____ ,

Howard Johnson

Sales Manager

(10) _____ : catalogue, price list, special offers supplement.

pleasure	touch	in	catalogue	of	further	forward
enclosed	draw	faithfully	from	delight	notice	sincerely