

Pelatihan Korespondensi Tertulis dalam Bahasa Inggris untuk Seorang Sekretaris
Module 4 - "Stating Intention and Purpose"

Complete the sentences in this letter. Use the words below.

approximately
available

confirm
conversation

forward
possible

rooms
take place

Association
OF
Electrical Engineering
55 Lakeshore Drive
Chicago, IL 60603

June 11, 20—

Ms. Joanne Way
California Convention and Trade Center
155 Figueroa Street
Los Angeles, CA 91335

Dear Ms. Way:

In our telephone (1) _____ this morning, we discussed the upcoming convention of the Association of Electrical Engineering. I want to (2) _____ the following information.

The conference will (3) _____ on December 3–4. We expect (4) _____ 700 engineers and exhibitors to attend the conference. We will need one large hall for the welcome speech and fifteen break-out (5) _____, each with a 50-person capacity. Overhead projectors and computers should be (6) _____ for each room.

Would it be (7) _____ for you to provide a formal lunch on the final day of the conference? If so, please fax the menu selections to me before Friday.

I also look (8) _____ to receiving your price estimates by next Monday. Please call me if you need additional information.

Sincerely,

John Onal

John Onal
Events Manager