English for executive secretary

Scenario 5.1

Directions: Read each business letter chunk carefully. Determine the type of business letter represented by the chunk.

1) **Choose the correct type of business letter from the options provided.**

"I am writing to inquire about the availability of your marketing services for our upcoming product launch. We are impressed with your company's reputation and would like to explore how we can collaborate."

A) Sales Letter

B) Inquiry Letter

C) Welcome Letter

2) **Choose the correct type of business letter from the options provided.**

"Dear Hiring Manager,

I am writing to apply for the Marketing Assistant position advertised on your company's website. With a Bachelor's degree in Marketing and two years of experience in digital marketing, I am confident in my ability to contribute to your team."

A) Cover Letter

B) Recommendation Letter

C) Thank You Letter

3) **Choose the correct type of business letter from the options provided.**

"I am writing to express my sincere appreciation for your assistance during the recent project. Your dedication and hard work were instrumental in its success. Thank you for your valuable contributions."

A) Interview Follow-Up Letter

B) Sales Letter

C) Thank You Letter

4) **Choose the correct type of business letter from the options provided.**

"We regret to inform you that due to unforeseen circumstances, we must terminate your employment effective immediately. This decision is final, and further discussions will not be entertained."

A) Resignation Letter

B) Complaint Letter

C) Termination Letter

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5) **Choose the correct type of business letter from the options provided.**

"I am delighted to inform you that you have been selected for the position of Senior Account Manager. We believe your extensive experience and skills will greatly contribute to our team. Please find attached the formal offer letter for your review."

A) Offer Letter

B) Cover Letter

C) Welcome Letter

6) **Choose the correct type of business letter from the options provided.**

"Dear Mr. Johnson,

It is with great pleasure that I write this letter of recommendation for Sarah Adams. During her time at our company, Sarah consistently demonstrated exceptional leadership skills and a strong work ethic. She would be a valuable asset to any organization."

A) Resignation Letter

B) Letter of Recommendation

C) Thank You Letter

7) **Choose the correct type of business letter from the options provided.**

"I am writing to express my dissatisfaction with the recent purchase of your product. Despite assurances of quality, the product arrived damaged and does not meet the specifications as advertised."

A) Cover Letter

B) Complaint Letter

C) Offer Letter

8) **Choose the correct type of business letter from the options provided.**

"Thank you for considering my application for the Sales Manager position. I enjoyed our conversation during the interview and am excited about the opportunity to join your team. I look forward to hearing from you soon."

A) Interview Follow-Up Letter

B) Request Letter

C) Welcome Letter

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9) Choose the correct type of business letter from the options provided.

"With reference to your job advertisement for the position of Graphic Designer, I would like to express my interest in the role. I have extensive experience in graphic design and am eager to contribute to your creative team."

A) Resignation Letter

B) Cover Letter

C) Announcement Letter

10) Choose the correct type of business letter from the options provided.

"Dear Team,

I am writing to commend each of you for your outstanding performance during the recent project. Your dedication, teamwork, and attention to detail were exemplary and played a significant role in our success."

A) Letters of Commendation

B) Sales Letter

C) Interview Follow-Up Letter

11) Choose the correct type of business letter from the options provided.

"I am writing to inform you of my decision to resign from my position as Marketing Coordinator, effective two weeks from today. I have accepted a new opportunity that aligns with my career goals."

A) Resignation Letter

B) Interview Follow-Up Letter

C) Announcement Letter

12) Choose the correct type of business letter from the options provided.

"I am writing to express my gratitude for the opportunity to interview for the Project Manager position. I enjoyed our conversation and am eager to contribute my skills and experience to your team."

A) Offer Letter

B) Thank You Letter

C) Complaint Letter

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13) Choose the correct type of business letter from the options provided.

"Dear Valued Customer,

We are pleased to announce the launch of our new product line. Our team has worked tirelessly to bring you innovative solutions that meet your needs. We look forward to your continued support."

A) Welcome Letter

B) Announcement Letter

C) Sales Letter

14) Choose the correct type of business letter from the options provided.

"I am writing to request approval for additional training opportunities to enhance my skills and contribute more effectively to our team's goals. The proposed training program aligns with our department's objectives and will benefit both me and the company."

A) Request Letter

B) Complaint Letter

C) Cover Letter

15) Choose the correct type of business letter from the options provided.

"I am writing to apologize for the error in the recent invoice. It appears there was a mistake in the billing process, and we are working to rectify it immediately. We apologize for any inconvenience this may have caused."

A) Apology Letter

B) Letters of Commendation

C) Resignation Letter

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