

# PUNCTUATION LINGUA SKILLS WRITING

- 1 Match each number in this email with a rule on the use of commas (a–i) below. One rule refers to two numbers.

Example: 1 d

**To:** Ahmed Aziz  
**Subject:** Visit to Seville

Dear Mr Aziz,<sup>1</sup>

Thank you for your enquiry about our wind-turbine components,<sup>2</sup> which you saw at the Spanish Wind Exhibition last month. I am pleased to attach our brochure with our complete range. You will see the brochure is in English and Spanish,<sup>3</sup> but not, unfortunately, in Arabic.

When we met at the Exhibition,<sup>4</sup> you also mentioned the possibility of visiting our offices in Seville in order to discuss a possible order. Would either the 17<sup>th</sup>,<sup>5</sup> 18<sup>th</sup> or 19<sup>th</sup> suit you? If none of these dates is convenient,<sup>6</sup> we could perhaps manage the following week. I would not be able to attend a meeting that week because I will be on annual leave. However,<sup>7</sup> my colleagues Felipe Barras,<sup>8</sup> Monica Herras<sup>9</sup> and Juan Ventoso would be happy to help you.

Looking forward to your early reply.

Yours sincerely,<sup>10</sup>

Gonzalo Punzal  
Marketing Manager

## Use a comma:

- a after a conditional clause at the beginning of a sentence.
- b after a time clause or other subordinate clause when they begin a sentence.
- c after adverbs like *however*, *in spite of this*, *unfortunately*, *frankly*, etc. when they begin a sentence.
- d after the person's name at the beginning of the letter.
- e after *Yours sincerely* or *Yours faithfully* at the end of a letter or formal email.
- f before and after a non-defining relative clause (see Student's Book page 114).
- g before *but*.
- h to separate things on a list.

## Do not use a comma:

- i before *and*.

## Spelling

- 1  There are some words which Business English students often spell wrong. Look at this list of words and underline the word in the column – A or B – which is spelled correctly.

A	B
1 <u>accommodation</u>	acomodation
2 advertisement	advertisement
3 which	wich
4 oportunity	opportunity
5 convenient	convinient
6 grateful	grateful
7 believe	belive
8 course	cours
9 enviroment	environment
10 neccessary	necessary
11 Madam	Madame
12 experence	experience
13 begining	beginning
14 communicate	comunicate
15 because	becaus
16 excelent	excellent
17 forward	foward
18 prefer	preffer
19 recived	received
20 recommend	reccommend
21 ofice	office
22 bussiness	business

## Paragraphing

- 1 In order to write in a clear, well-organised way, you should write in paragraphs. Each paragraph should deal with a different aspect of the topic. Put the paragraphs in this email in the most logical order.

**To:** Lily Choy  
**Subject:** New office in Shenzhen  
Hello Lily,

- a Initially, we would aim to have just a small office employing a maximum of three staff, consisting of a local manager and one or two locally recruited assistants, so we would probably need just two rooms, or perhaps three. These would be a front office for receiving visitors and to exhibit some samples of our products and a back office where staff would work. The office should be in a smart, modern building which reflects our company's image.
- b I'm writing because I've been asked to investigate the possibility of our opening an office in Shenzhen, so that we can have local representation in that part of China. I thought my first step should be to ask your advice about how to find suitable premises and who to approach.
- c Thanking you in advance, and I look forward to hearing from you.
- d If you think you can help me with this, would you be able to accompany me on a trip to Shenzhen to look at possible premises, interpret where necessary with local property owners and generally advise me? If you can help me in this way, please let me know how soon you will be able to do this. We would, of course, pay you a fee for your services and all your expenses.
- e I hope you're well.
- f We hope to rent the office space in the first instance.

Teresa Krantz