

## Tactics checklist

- ☒ Eliminate wrong prepositions quickly.
- ☒ Compare the two parts of a sentence to choose conjunctions.

### 3 Tactic practice

Use the tactics you have practiced to answer the following questions. Read the questions, and quickly eliminate any definitely wrong answers before choosing the correct answer choice.

Questions 1–3 refer to the following letter.

Dear Mr. Anderson,

I am writing in response to your letter, which was sent ..... us on

1. (A) to  
(B) with  
(C) of  
(D) from

September 17th, inquiring about the availability of replacement parts for the CX232 fan heater.

Unfortunately, our principal parts supplier, HX Industries, has been experiencing difficulties at one of their main manufacturing plants, ..... this has caused a

2. (A) but  
(B) and  
(C) because  
(D) whether

delay in the delivery of replacement parts. This means that we will not have parts ..... the 16th of this month.

3. (A) in  
(B) across  
(C) since  
(D) until

The parts you require will be sent to you as soon as we receive them.

Thank you for your continued custom.

Yours sincerely,

*Hamilton S. Williams*

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CEO Fantech