

Put the given words in the correct places to complete the following letter body.

Dear Mr. Foster:

as well as

We are pleased that you have (1) _____ Arrowhead East Conference Center to host your training seminar. This letter will confirm our understanding of our telephone (2) _____.

contact

discussions

The seminar will take (3) _____ on June 3. You are expecting 35 participants and will need one large room with six 4' round tables and 35 chairs.

place

(4) _____, you will require a computer projection system,

(5) _____ a flip chart.

attached

This morning, our catering manager, Virginia Wu, faxed the menu choices for your lunch on the 3rd. She will call you tomorrow to discuss these options with you.

deciding

I have (6) _____ a projected cost for your seminar. If you have any questions, please do not hesitate to (7) _____ me.

In addition

We understand that you have choices when (8) _____ where to hold your seminar. I'm sure you will be pleased that you chose Arrowhead.

selected

Sincerely,

Jan Turner

Jan Turner
Meeting Planner