

Activity 2: Match each section of the enquiry letter (1-9) with the appropriate gap on the blank (A-I)

	A _____
	B _____
C _____	
D _____	
E _____	
F _____	
G _____	
	H _____
	I _____

1. We are currently using 6 Premier PCs in our mail- order. We have been pleased with their performance, but now require machines that will run faster.
2. M H Jansen
Publicity Manager
3. I look forward to hearing from you.
4. Could you please let me know whether it is possible to upgrade the PCs to Pentium III and what the likely cost would be?
5. Dear Mr. Barnard
6. Mr. John Barnard
Corporate Sales Department
Procom Ltd
58 Edison Street
Canterbury
Ken CT19 3TE
7. Yours sincerely
8. 12 May 20xx
9. The Read Box
54 Streamside Road
Cardiff CF1 JW