

## Vocabulary

### A. Complete the sentences with the following words.

*relevant information return address main body business letter purpose*

- 1 Anything to be included in the letter will be mentioned in the .....
- 2 The ..... should be written at the right top in formal letters.
- 3 You should have the skills to write a clear and polite .....
- 4 Don't forget to explain the ..... of the letter.
- 5 Be sure that you provide all the ..... in the letter.

## Grammar

### B. Circle the correct answer.

- 1 Business letters should **be / been** clear and polite.
- 2 Letters are appropriate for **usage / use** in serious and formal communication.
- 3 Business letters are written **for / in** more formal language.
- 4 Informal letters **are written / write** as people speak.
- 5 We should understand the difference **between / among** informal and formal letters.

## Reading

### C. Read the letter answer the questions True (T) or False (F).

Smart Store  
GRT Shopping Centre  
London

George Blake  
5 City Avenue  
No 5 London

17 / 03 / 2014

Dear Robert Kerry

I am interested in the job of salesman advertised in the newspaper this morning and I am enclosing a copy of my CV.

I have been working as a salesman in different companies for ten years and my former employers can provide you with a reference.

I can speak three languages so I believe my language skills would be useful for foreign customers.

I hope you will consider my application carefully and I look forward to hearing from you

Your Sincerely  
George Blake

1	It's an informal letter.	TRUE / FALSE
2	It's from George Blake to Robert Kerry.	TRUE / FALSE
3	George can speak three languages fluently.	TRUE / FALSE
4	George saw the advertisement on TV.	TRUE / FALSE
5	George sent a photo to Robert.	TRUE / FALSE

### D. Answer the questions.

- 1 Where did George work before?
- 2 How can the three languages help George?
- 3 Where does George live?
- 4 What did George enclose?