

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?