1 Read and sort.

Read the phrases.
Sort the phrases according to the sections they belong to.

Greeting	.....
	.....
Overview	.....
	.....
Business Description	.....
	.....
Request	.....
	.....
Attachments	.....
	.....
Closing	.....
	.....

Dear Manager,

I will repay monthly installments for the next 10 years.

My company aims to sell dairy products.

Yours faithfully,

Please find copies of my approval papers

Regards,

Dear Sir/Madam,

I would like to start my own business.

I am attaching my CV

It is located near my village.

I hope to get a loan of OMR 10,000.

It will benefit the local people in my area.

LIVEWORKSHEETS