

Activity 1

Letter of complaint

Re-arrange the paragraphs to make a letter of complaint.
1-2-3

Dear Sir/Madam,

I have only played football in them twice, but there are already three or four holes in the bottom of one shoe. I took the shoes back to the shop but the manager was very unpleasant, and refused to refund my money.

I am writing to you about a pair of trainers I bought last month from your shop in Manama.

I enclosed the receipt for BD 25 and would be grateful if you would refund my money.

Yours faithfully,
Peter Brown

Three empty rectangular boxes are provided for re-arranging the paragraphs. Arrows point from the text blocks to the boxes: a blue arrow from the first paragraph to the top box, a green arrow from the second paragraph to the middle box, and a pink arrow from the third paragraph to the bottom box.