

Pelatihan Korespondensi Tertulis dalam Bahasa Inggris untuk Seorang Sekretaris
Module 4 - "Stating Intention and Purpose"

Complete the sentences in this letter. Use the words below.

approximately
available

confirm
conversation

forward
possible

rooms
take place

**Association
OF
Electrical Engineering**
55 Lakeshore Drive
Chicago, IL 60603

June 11, 20—

Ms. Joanne Way
California Convention and Trade Center
155 Figueroa Street
Los Angeles, CA 91335

Dear Ms. Way:

In our telephone (1) _____ this morning, we discussed the upcoming convention of the Association of Electrical Engineering. I want to (2) _____ the following information.

The conference will (3) _____ on December 3–4. We expect (4) _____ 700 engineers and exhibitors to attend the conference. We will need one large hall for the welcome speech and fifteen break-out (5) _____, each with a 50-person capacity. Overhead projectors and computers should be (6) _____ for each room.

Would it be (7) _____ for you to provide a formal lunch on the final day of the conference? If so, please fax the menu selections to me before Friday.

I also look (8) _____ to receiving your price estimates by next Monday. Please call me if you need additional information.

Sincerely,

John Onal

John Onal
Events Manager