

52.1 Underline the correct word in italics.

- 1 *Dear* / *Hi* Mr Kovacs.
- 2 *Kind regard* / *regards*.
- 3 *Your* / *Yours* sincerely.
- 4 I hope you are *well* / *fine*.
- 5 I *could* / *would* be grateful if you *could* / *would* send me an application form for the job.
- 6 I would *appreciate it* / *appreciate* if you could resend the file. The one I have now doesn't open.
- 7 *Do* / *Would* you like me to book a taxi to pick you up from the airport?
- 8 I *ask* / *wonder* if you could do me a favour?
- 9 Unfortunately I am *unable* / *impossible* to meet you as planned next week.
- 10 If I understand correctly, *you're saying* / *you say* that you are not prepared to invest any more money in this project. Is that right?
- 11 If you *inquire* / *require* any further information, please do not hesitate to contact me again.
- 12 I look forward to *hear* / *hearing* from you.

52.2 The words in bold below have been mixed up and put in the wrong sentences. Move them back to the correct sentence.

- 1 I hope you are **hearing**. *well*
- 2 It was a **wonder** meeting you last week. _____
- 3 My apologies for not **well** sooner. _____
- 4 **Unfortunately** to our conversation last Friday, I have now spoken to Michael. _____
- 5 I would **pleasure** it if you could send me the CVs of the candidates we're going to interview. _____
- 6 I **appreciate** if you could have a word with Mr Gonzalez when you see him? _____
- 7 **Further** I am unable to attend the meeting next week. _____
- 8 I look forward to **replying** from you soon. _____

52.3 In each sentence one word (or abbreviated word) is missing. Add the missing word in the correct place.

- 1 How's ^{it} **A** going?
- 2 Thank you your email of 12 January.
- 3 Sorry for not getting back you.
- 4 I am writing regard to the meeting.
- 5 I be grateful if you could send me your latest price list.
- 6 If I understand correctly, you're saying that the final price will be higher – is right?
- 7 I would like to apologize the poor service you received.
- 8 I look into it and get back to you.
- 9 If you need anything else, just let know.
- 10 If you require any further information, please do hesitate to contact me again.
- 11 See you the conference.
- 12 I look forward meeting you at the conference.

53.4 Read the email sequence below. Each email contains **five** mistakes (missing word or short form of a word, extra word, wrong word, wrong form). Find the mistakes and correct them.

Email 1

Hi Aditya

It was good to speak you yesterday. Hope you well.

Could you sending me the name of that market research company you mentioned? I like to know more about them. In particular, how long did it take them to write the report, and how much did they charge you?

Thanks
Melanie

Email 2

Hi Mel

Re the information you wanted, here is it the website of the market research company. It took them about two weeks to write the report, and they charged €1,800. Please get back me if you need more information about them.

On another matter – could you do me some favour? Can you talk to the Finance Director and try to get an idea about the size of the budget for the new projects we discussed? There's no point spending time on the planning if the resources aren't be there.

Thanks – I'd appreciate it your help on this.

Aditya

Email 3

Aditya

Thanks this. Sorry but I haven't got back to you sooner.

The website details were very useful and I'm in touch with the market research company. They seem very good.

Re the budget for the new projects, I've spoken the FD and he says that no decisions have been taken yet. I think we should be proactive here. How about if you and I prepare an estimate of the budget we going to need? That way we get to shape the discussion at an early stage.

Let me knowing what you think.

Mel

Btw – who got that job at Head Office?

Email 4

Mel

Yes, good idea re the budget. Let put some figures together. I give you a call over the next few days to arrange a meeting.

Do you want it me to invite Reza to the meeting as well? His input would be very useful.

About the Head Office job – I'm not sure who got it. I'd be very interested to know myself. I chase it up and let know.

A.