

English Business Letters

№1

Определите, какой перед вами вид письма? Распределите все элементы письма, следуя правилам оформления деловых писем. Заполните пропуски, используя лексику:

- signature
- purchases
- address (распределение)
- date (распределение)
- advertisement
- catalogue

Kenneth Beare
2520 Visita Avenue
Olympia, WA 98501

Jackson Brothers
3487 23rd Street
New York, NY 12009

September 12, 2000

Dear Sirs,

With reference to your _____ in yesterday's «New York Times», could you please send me a copy of your latest _____. I would also like to know if it is possible to make _____ online.

Yours faithfully,

(_____)

Kenneth Beare
Administrative Director
English Learners & Company

№2

Определите, какой перед вами вид письма? Заполните пропуски, используя лексику:

- discounts
- catalogues
- reply
- advertisement
- delivery
- price lists

Dear Sirs,

In the "German Export" magazine №3, 2000 we noticed an _____ describing your CONTAX and EXACTA cameras. We are very interested in these and any other cameras you may manufacture.

We suggest that you send us your _____ and _____ preferably in English, together with an indication of _____ and _____ time.

For your information we may add that our company was established 10 years ago and has sales outlets in all main cities of Russia.

We look forward to an early _____.

№3

Определите, какой перед вами вид письма? Распределите все элементы письма, следуя правилам оформления деловых писем. Заполните пропуски, используя лексику:

-заключительная формула вежливости
-order
-discount
-brochure
-enclosing
-обращение
-deliver
-inquiry
-27 February 2007

LG Electronics
1 Delfield Gardens
Caddington
Luton LU1 4 ES

John Brown
Bradford
Westshire
BD9 4JL

Thank you for _____ about our new tape recorder. I am _____ our _____, which gives general information about the product.

In answer to your specific questions:

1. It costs \$300+VAT at 13.5 %.
 2. We offer a _____ of 5% on orders of 5 units or more.
 3. We will be able to _____ your order within 10 days of receiving it.
 4. Unless you already have an account with us, we will require payment with your _____.
- If you have any further questions, please do not hesitate to contact me.

Robert Roughson

№4

Определите, какой перед вами вид письма? Распределите все элементы письма, следуя правилам оформления деловых писем. Заполните пропуски, используя лексику:

- 28 Oct, 2000
- air freight
- c.i.f. prices
- delivered
- require
- inquire
- заключительная формула вежливости

JACKSON & MILES
118 Regent Street
London W1C 37D
UK

HOWARD & PRATT
Ladies' Clothing
306, 3d Avenue
Chicago, Ill. 60602

Dear Sirs

Thank you for _____ about our product.

We are pleased to make you an offer regarding our products in the size you _____. In answer to your specific questions:

1. Nearly all the models are obtainable and could be _____ to you in March. All other models can be supplied by the middle of January 2001.
2. Our _____ are understood to be for sea/land transport to Chicago. If you would prefer the goods to be sent by _____, this will be charged extra at cost.
3. Suits sizes 8-16 in white, yellow, red, green, blue, black. Sizes 12,14 also in pink per 100 \$2,650.00
Dresses sizes 8-16 white, yellow, red, green, black per 100 \$1,845.00

If you have any further questions, do not hesitate to contact me.

D.A. Leary
Export Department

№5

Определите, какой перед вами вид письма? Заполните пропуски, используя лексику:

- заключительная формула вежливости
- обращение
- average
- damage
- pilferage
- insurance policy
- insurance
- warehouses

Dear _____,

We would like to know if you could offer a comprehensive _____ covering us against fire, flood, accident, industrial injury, and theft.

We are a large warehouse selling furnishings to the retail trade, and employing a staff of thirty. The building we occupy belongs to us and is valued, along with the fixtures and fittings, at £250,000 and at any one time there might be stock worth £70,000 on the premises.

When calculating the premium, would you please take the following into consideration:

There are no open fires on the premises as central heating is used, and we have a fully operational system which is serviced regularly. There are also numerous fire extinguishers strategically placed throughout, and fire exits on every floor.

The only danger from flood would be from burst pipes, as we are some distance from the river.

Since we began trading six years ago we have never had to claim for industrial injury, and _____ to stock has been minimal. Finally, _____, which is common in _____, has only cost us £400 on _____.

Our present policy runs out at the end of this month, so we would require cover as from 1 May, and we would point out that we are changing _____ companies because of the increased rates that our former insurers are charging. So a competitive quotation would be appreciated.

B. Daracott
United Warehouses Ltd.

№6

Определите, какой перед вами вид письма? Заполните пропуски, используя лексику:

- Encl.
- order
- matter
- samples
- catalogue
- advertisements
- confirming

Dear Sirs,

_____ our telephone conversation of 2nd February, this year, we ask you to accept our _____ for publication of our clients' _____ in the _____ of the coming Zagreb fair.

Kindly arrange for BW advertisements.

Please advise us when the advertisements are ready and forward _____ of the advertisements in due course.

We thank you in advance for your kind attention to this _____.

Yours faithfully,

.....

_____.: photos – 5
texts – 5
stamps – 5

№7

Определите, какой перед вами вид письма? Заполните пропуски, используя лексику:

- Curt Lewis
- order
- Dear Mr.Wood
- Ref
- copy
- enclose

___: Order No. 289 of March 4, 2007

Thank you for your letter dated March 4th, 2007. We have pleasure in acknowledging your ____ No. 289 for 1,200 dresses, "Turner" line, and ____ of it, duly signed, as requested.
Delivery will be made promptly on opening L/C with our bank for the amount of \$67,200.
We appreciate your business and look forward to dealing with you in the future.

Sincerely yours,

№8

Определите, какой перед вами вид письма? Заполните пропуски, используя лексику:

- interview
- experience
- to inquire
- position
- department
- private secretary
- resume
- qualifications
- abilities
- skills
- reply
- вступительное обращение

I am writing _____ about the position of obtaining a _____ as a bilingual secretary (English-French) in your company's international marketing and promotions _____. I am currently working as a _____ for the senior vice president in charge of international sales of United Belgian Corporation in Wisconsin.

Attached is my _____ outlining my _____ and nine years of _____ as a secretary for several mid-sized companies. I have excellent secretarial _____, including ... and computer _____ such as Word ... I can handle heavy responsibility and I have the ability to work on my own initiative and as a part of team. My experience with United Belgian Marketing Corporation is especially relevant to the _____ you may seek. I would enjoy discussing this with you in a personal _____.

I look forward to your _____ and hope to have the opportunity to meet with you during a planned visit to Chicago early next month.

Sincerely yours,

№9

Определите, какой перед вами вид письма? Распределите все элементы письма, следуя правилам оформления деловых писем. Заполните пропуски, используя лексику:

- packing
- insurance
- costs
- request
- adjustment
- delivery
- air freight
- invoiced
- ordered
- look forward
- November 22nd, 2000

HOWARD & PRATT
Ladies' Clothing
306, 3d Avenue
Chicago, Ill. 60602

November 22nd, 2000

JACKSON & MILES
118 Regent Street
London W1C 37D
UK

Gentlemen:

Thank you for your _____ of dresses which were _____ on November 4. However we wish to draw your attention to two matters.

Of the red dresses supplied one lot of 100 (size 12) included clothes of a lighter red than the other sizes. We are returning two of these by separate mail, and would ask you to replace the whole lot by 100 dresses size 12 in the correct colour.

As far as your charges (*счет*) for _____ are concerned, (*оговорены*) we agree to pay the extra costs which you _____. However your _____ for _____ and _____ must have been lower for air cargo, and we _____ you to take this fact into consideration and to make an adjustment _____ to the invoice amount. Would you please send us a rectified invoice, reduced accordingly.

We _____ to your dealing with these questions without delay.

Very truly yours

P. PRATT

№10

Определите, какой перед вами вид письма? Распределите все элементы письма, следуя правилам оформления деловых писем. Заполните пропуски, используя лексику:

- highly obliged
- environment
- skills
- required
- to recommend
- to whom it may concern
- position
- candidate
- department
- employees

I, Steve Muller, is extremely delighted _____ Margaret Jones for the _____ of Executive Team Leader of the training _____ in our organization. As the senior head of the management and training group, I have known Margaret for more than three years down the line and I feel she is the most deserving _____ for this honorable position.

Margaret was absorbed as a management trainee in our organization in the year 2008 and she has excelled amongst all her team members. She has displayed excellent communication _____ and has worked with utmost dedication throughout her tenure. Her first promotion was made within a year and at present, her designation is, Team Leader. Being highly enthusiastic, committed and sincere, her efforts have proven beneficial for the growth of our organization. _____ working in her team are immensely satisfied with the kind of training and guidance they have received from her. I strongly speak in her favor after considering all the potential she has.

Furthermore, I also believe that the job of an Executive Team Leader entails a great deal of responsibility and challenge to meet the target of our organization. Since Margaret has worked in a challenging _____ and has never failed to complete her work within the stipulated deadlines, it's my pleasure to recommend her to this esteemed position.

I would be _____ if you consider my fervent appeal for promotion of Margaret. You can get in touch with me if any queries regarding her job profile, background and allied matters are _____ to be provided. My contact number, 00000000 and e-mail ID is steve.muller@volvoxprivat ltd.com.

Most sincerely,
Steve Muller,
Senior Head of Management & Training,
Volvox Private Limited,