

A Please put in the best word.

Dear Mr Steele

I am _____ to req_____ detailed information on your printer as
adv_____ in this week's ICT Newsflash.

We import machinery and we are conv_____ that there is a
prom_____ market for your products here.

Could you po_____ send us a descri_____ of your printers as
_____ as a cat_____, a p_____ list and your cond_____?

Please feel f_____ to call me _____ 212 543 9876 if you have any further questions.

I am looking forward_____ to he_____ from you soon.

Yours _____

Jenny Smith

(16>8)

B Vervollständigen Sie den Text.

1 I am writing to c_____ about your faulty delivery of ...

2 _____ I ask you to kindly reconfirm ...

3 The remainder is d_____ on checking in.

(3)

C Please translate.

1 Termin

2 umgehend

3 Verkäufe

4 sich entschuldigen

5 gemäss, laut

6 Danke für Ihre Anfrage

7 Wie schlagen vor, dass

8 Halbpension

9 empfehlen

10 eine Bestellung annullieren

(10)

A Please put in the best word.

Dear Sir or

I r..... to your ad..... for holiday acc....., which I saw in this week's Traveller Magazine.

I am par..... interested ____ houses in Sco..... and would be very gr..... for some specific information.

Fir....., could you tell me if electricity is included in the ra....., and if sheets and towels are av..... on the premises.

Also, could you gr..... me a discount on a two-week rental?

I look forward to your e..... reply and would certainly ap..... rec..... a brochure, too.

Yours

W. Isky

(16>8)

B Vervollständigen Sie den Text.

1 Fu..... to your mail ... , I would like to ...

2 With r..... to your letter dated 1 April ...

3 I r..... to inform you that we cannot accept ...

(3)

C Please translate.

1 eine Buchung bestätigen

2 Abteilung

3 Anzahlung

4 keine Zimmer frei

5 Bestimmt sind Sie einverstanden

6 Wir freuen uns, Ihnen mitzuteilen

7 Leider

8 Bad und Dusche im Zimmer

9 Handelsfirma

10 eine Verzögerung bei der Lieferung

(10)