

4. Camping equipment from Scotland

Situation: Sie arbeiten in Ihrer Stadt in einem Warenhaus und Ihr Chef, Markus Ebers, möchte Campingartikel (Zelte, Schlafsäcke, Rucksäcke usw.) bei einer schottischen Firma (Scott Ltd, 21 Queensgate, Inverness IV1 1JT, Scotland) einkaufen. Von Ihrer Ansprechpartnerin dort, Frau Maggie MacDonald, erhielten Sie gestern folgendes Angebot: Alle Preise DAT Hamburg; Zahlung innerhalb von 15 Tagen nach Lieferung; Lieferung erfolgt vier Wochen nach Eintragseingang.

Aufgabe: Bestellen Sie mit Hilfe von Scotts Katalog die Ware. Füllen Sie ein Bestellformular aus und schreiben Sie dazu einen Begleitbrief.

TENTS

1-person, red	100€	Cat. No. T14
1-person, blue	100€	Cat. No. T15
2-person, green	150€	Cat. No. T27
2-person, blue	150€	Cat. No. T28
4-person, blue	200€	Cat. No. T90

SLEEPING BAGS

Blue, medium (M)	40€	Cat. No. SB11
Green, medium (M)	40€	Cat. No. SB12

BACKPACKS

Wanderer 25 litres	70€	Cat. No. BP25
Wanderer 30 litres	100€	Cat. No. BP30

P 2 Choose one of the orders in the last exercise and write an acknowledgement of the order. Here's a typical acknowledgement letter.

Dear ...

Acknowledgement of order

We are pleased to acknowledge receipt of your order ... (*number*) of ... (*date*) for our products.

We can confirm the prices, terms of payment and delivery times stated in your order.

We will inform you by email as soon as the consignment has left our factory.

We would like to thank you again for this order and are sure that you will be delighted with our products.

Yours sincerely

(*Your name*)



Do you have a model
firm in your college?
Why not practise writing
offers and orders with
your regular customers
or suppliers?

→ **Satzbausteine 8**

R 3 Sometimes it's necessary to note down an order by telephone – and all those numbers and letters aren't always easy! Copy the order form below, then listen to the five orders and fill in the missing details.

© A 1.15

	CAT. NO.	QTY	PRICE
1			
2			
3			
4			
5			

**The telephone alphabet**

On the phone it's often hard to hear the difference between some letters – like T and D or M and N, for example. And it's extremely important in business that things like telephone orders are clear. The telephone alphabet can help here. Note that in English you say: M **for** Mike and N **for** November (NOT! M like Mike!).

A Alfa	N November
B Bravo	O Oscar
C Charlie	P Papa
D Delta	Q Quebec
E Echo	R Romeo
F Foxtrot	S Sierra
G Golf	T Tango
H Hotel	U Uniform
I India	V Victor
J Juliet	W Whisky
K Kilo	X X-ray
L Lima	Y Yankee
M Mike	Z Zulu