4. Additional practice

a **Read the reply below and complete it using the words from the box.**

and • as a result • as soon as • currently • however • if • in the meantime

Dear Ms Owen

Requests for our new table-top games catalogue have been overwhelming and 1 we are 2 out of copies.
3 , the catalogue is being reprinted, 4 we have added your name to our mailing list to make sure that you receive a copy 5 it is available. 6 , you may refer to the enclosed list for pricing. 7 you need further details of the games on offer, please visit our Website at www.deltagames.com.

Yours sincerely

b **Put the jumbled elements below into the correct order and rewrite the letter on a blank piece of paper.**

We are sure you will find a market for our products in Germany, as have other retailers throughout Europe, and we look forward to receiving your order. 1

Notabene SpA
Monteverde 157
20487 Parma Italy 7

IMPORTEX
Attn Ms Michaela Fetzer
Modegasse 6
94034 Passau
Germany 2

Encs. 8

2 October 200_ 9

Yours sincerely 10

fax (+45-1) 956 2840
tel (+45-1) 956 2844
customerservice@notabene.com 3

We can offer you a 15 % quantity discount off net prices for orders over $10,000, and we always deal on the basis of payment by sight draft, cash against documents. 11

Gianna Dellacasa 4

Dear Ms Fetzer 5

We are pleased to hear that you liked our range of teenage fashion.

Enclosed you will find our summer catalogue and price list quoting prices DAP Passau. We can assure you that there is certainly no problem supplying large quantities as you requested. 12

Gianna Dellacasa
Sales Manager 6

c **Unlimited Horizons Ltd has just received the coupon on the right. Write a reply thanking the customer for his interest in Garmisch and mention that you are enclosing a 36-page colour brochure and a list of participating travel agents who could book Mr McAdam's holiday.**

»It's cool, it's great – it's Garmisch«

Post to: Unlimited Horizons Ltd,
35 Great Ormond Street, London WC3 2OL

Name: *Walter McAdam*
Address: *Fairways Lodge*
Fairways, Tobermory
Isle of Mull
Postcode: *DA75 6DS*