**MISCELLANEOUS CORRESPONDENCE**

**Ex. 1 Make eight complete sentences used in general and social correspondence by joining phrases from column A and phrases from column B with one of the prepositions** ***(by, for, with, on).***

***Column A Column B***

I would like to congratulate you… Eid Al-Fittr.

Please send the tickets… your promotion.

May I offer my best wishes… full conference facilities.

She offers her apologies… effective website design.

I would like to speak… the inconvenience.

I hope to return the favour… my attention.

Please confirm these reservations… some future occasion.

We will need a room… return.

**Ex. 2 Complete the following letter with the correct prepositions.**

Dear Mr Collins

The Organizing Committee officially invites you to participate 1) … the work 2)… the seminar to be held 3)… 10th to 12th November, this year.

We would very much appreciate an early reply 4)… this invitation and hope we shall have the pleasure 5)… seeing you here.

We should be very grateful 6)… you if you let us know the date 7)… your arrival.

Yours sincerely

S. Johnson

**Ex. 3 Complete the following sentences so that they have a similar meaning to the one above, but are more suitable for formal business correspondence.**

1. He’s sorry he can’t come, but hopes he can come another time.

 He sends his…

2. It’s such a shame that your brother is ill. I’m really sorry.

 I was sorry …

3. So you’ve been elected Chairman of the company! Well done!

 I would like …

4. Mr Norman wants to drop in on you next week about the contract.

 Mr Norman would …

5. Mr Chung can’t see you on Friday for your appointment after all.

 Unfortunately, …

6. Can you come to our Sales Conference on l8 March?

 We would like …

7. Thanks for helping me while I was in Hamburg last week.

 I would …

8. It’ll be good to see you on Friday.

 I look …

**Ex. 4 Diane Taylor, Sales Director of Data Unlimited plc, has emailed her PA, Lynn Paul, with details of a sales conference she is planning for December. As Lynn Paul, draft the letter she mentions.**

To: Lynn Paul

Subject: December Sales Conference

Please identify three or four hotels that might be suitable for our Sales Conference in December I suggest you write to them with the following details:

Dates of conference: 8 and 9 December 20\_\_

No. of delegates: 40

Requirements:

- executive-grade accommodation for 27 delegates on nights of 7 and 8 December

- conference room with full seating, presentation platform, public address system, PowerPoint, and facilities for recording from 09.00 to 18.00 on both days of conference

- refreshments: morning coffee / biscuits at 11.00, bar facilities, and buffet lunch, tea / snacks at 16 00

Ask them to send full details oftheir rates and facilities. Thanks, DRT

Diane Taylor

7 July 20\_\_

**Ex. 5** **Scan the following sample letters and work out the reasons for writing a letter of congratulation.**

## Sample Letter 1

I was very pleased to hear that you are the recipient of the annual Doe Performance Award, and I can think of no one more deserving. This award recognizes that much of our success is directly attributable to your efforts. You have a bright future, and I look forward to our continued association.

## Sample Letter 2

I am sure Doe Corporation is thrilled to have youas their new secretary. My most sincere congratulations! I trust they recognize how fortunate they are to get you. Good luck and give me an update once you get settled.

## Sample Letter 3

Just a note to congratulate youon the outstanding presentation you made today. I believe many of us now understand the seriousness of the problem and how to deal with it much better than before.

## Sample Letter 4

Please accept our congratulation on your new job! I was delighted to hear that you had landed the position. Doe Corporation will soon discover how lucky they are to have you. Please accept my best wishes for your continued success.

## Sample Letter 5

I am writing to offer you our congratulationson securing the Doe contract. I know how hard you worked to make your presentation perfect, and you deserve both our thanks and our congratulations. We are very pleased that we have you on our team.

Keep up the good work!

## Sample Letter 6

Congratulations on the upcoming publication of your book of stories. The few that you let me read were so good it's a wonder they weren't snatched up sooner. If there is any justice, the success of your first book will keep you going well beyond the second, and third...

## Sample Letter 7

I came away from your lecture last night with a renewed excitement for wildlife conservation. Congratulations and many thanks for a great presentation. Your photographs and slides, combined with statistical data, made a compelling argument. Thank you foryour careful preparation. I hope to hear from you again soon.

## Sample Letter 8

Congratulations!What a remarkable accomplishment! Just completing the marathon would have been something to brag about, but to win it! Well done. Keep up the good work.

**Ex. 6 Look at the given phrases and compose a congratulatory letter.**

Many congratulations on…

My most sincere congratulations…

We would like to congratulate you on…

Please accept our congratulation on…

I am writing to offer/send you our congratulations on…

Allow us to offer you our congratulations on…

Please accept my most sincere congratulation on…

We would like to say well done on…

I would like to say how pleased/delighted I was to hear of…

I am writing to send you our heartiest congratulations on…

We are writing to extend our warmest congratulations…

On behalf of…

**Ex. 7 Study the main tips and useful phrases for writing a thank you letter and compose your own letters of gratitude according to the given situations.**

*- Always use the name of the person you are thanking.*

*- State your thanks clearly.*

*- Discuss what you are thanking people for, and why it is special to you.*

*- Mention something about your relationship with the person.*

*- Say thanks again.*

*- Sign your name.*

#### On behalf of… and myself, I am writing to thank you for…

… joins with me in thanking you for the…

… and I are writing to thank you for…

I know I have already said thank you for your …, but I just wanted to write a brief note to you to say how much… and I appreciate the … you gave us.

With thanks again,…

With thanks again from… and myself for your help/ present…

**Situation 1** Compose a thank-you letter to your biggest customer.

**Situation 2** Compose a thank-you letter to a team member for getting a project completed by or before deadline.

**Situation 3** Compose a thank-you letter in response to an invitation (conference).

**Situation 4** Compose a thank-you letter following a project presentation.

**Situation 5** Compose a thank-you letter following a very successful party.

**Situation 6** Compose a thank-you letter in response to a birthday present.

**Situation 7** Compose a thank-you letter in response to the participation in judging the flower show.

**Situation 8** Compose a thank-you letter in response to the assistance in project’s accomplishment.

**Situation 9** Compose a thank-you letter in response to winning an award.

**Situation 10** Compose a thank-you letter in response to somebody’s hospitality.

**Situation 11** Compose a thank-you letter in response to the care you were given during your hospital staying.