

Unit 2

1. Courses of personal communication at an advanced level will be held.
2. Students are expected to prepare outside working hours.
3. The size of groups in in-service training will be limited to 12 participants.
4. Which of these items will you attend to first?
5. Thank you for you fax of 12 October, in which you suggest convenient dates of meeting.
6. Valuable documents are best sent by registered mail.
7. The addressee should not be distracted by mistakes in punctuation.
8. We look forward to receiving your comment.
9. A fax is not usually a legally binding document.
10. As soon as the message appears on the screen, print it out.

1. If you need any further information, do not hesitate to contact us.
2. You will certainly notice that our products do not contain any artificial additives at all.
3. Our range of production contains over 1000 items at reasonable prices.
4. As requested, we enclose our latest price list and catalogue.
5. Have you left any important points out?
6. I would like to raise a number of queries before placing an order.
7. I was asked by the Board of Directors to submit a report on your experience.
8. While I am away at the conference, check my in-tray.
9. In order to give them the information immediately, we sent them an email.
10. Due to an error in the shipping department we lost an important client.