

## Letters of enquiry

**C** Read the letter of enquiry below and cross out the one sentence which does not fit in.

TransChem Ltd

Dunakeszi út 127. H - 1810 Budapest, Hungary

The Principal  
Vernon Morgan College of English  
11 Buccleuch Avenue  
Edinburgh EH4 7BG

30 August

Dear Madam or Sir,

Our company is one of the leading suppliers of speciality chemicals to a wide range of industries in Eastern and Central Europe, where we have 12 branches. We therefore employ staff of many different nationalities.

With a view to increasing the efficiency of our operations, we wish to send a group of middle managers on executive language courses in the UK. We would like our staff not only to improve their communication skills, but also to further their knowledge of the kind of English needed in management and in the chemical industry.

One of our business colleagues has recommended your college as one of the best. Could you please let us have full details of your executive courses, such as term dates, fees and accommodation with host families. Good management looks after its existing clientele superbly and goes after markets offering the largest sales. Any other relevant details would be appreciated.

As we envisage sending 10 to 15 managers a year, we will naturally be looking for competitive offers and a lasting business relationship.

We look forward to your reply.

Yours faithfully,



Fekete Ferenc  
Hungary Manager

**D** Now write a suitable reply.

- thank TransChem for their enquiry and express interest
- briefly introduce the Vernon Morgan College of English (founded 20 years ago / high quality tailor-made language training for executives, etc.)
- mention the trainers and consultants (highly qualified / enthusiastic and professional / experienced in the field, etc.) and mention clients (AGROCHEM in Milan and Petrosur in Valencia)
- mention social programme (opportunity to mix with local business people)
- refer to enclosed prospectus
- offer 20% discount on course fees for first group (12% on subsequent groups – minimum of 10)
- close on an encouraging and optimistic note