

251 rue des Raimonières
F-86000 Poitiers Cédex



Téléphone (+33) 2 99681031
Télécopie (+33) 2 74102163
Email p.gérard@disc.co.fr

Réf. PG/AL

12 May 20—

The Sales Department
R.G. Electronics AG
Havmart 601
D-50000 Köln 1

Dear Sir / Madam

We are a large music store in the centre of Poitiers and would like to know more about the re-writable and recordable CDs you advertise in this month's edition of 'Lectron'.

Could you tell us if the CDs are leading brand names, or made by small independent companies, and whether they would be suitable for domestic recording? We would appreciate it if you could send us some samples. If they are of the standard we require, we will place a substantial order. We would also like to know if you offer any trade discounts.

Yours faithfully

P. Gérard

P. Gérard (M.)
Manager

Reply to an advertisement

In this letter the customer is replying to an advertisement for CDs in a trade journal. The advertiser gave little information, so the writer asks for details.

- 1 Why does M. Gérard say *We are a large music store*?
- 2 How did he hear about the CDs?
- 3 What requirements does he suggest must be met before he will place an order?
- 4 What concession does he ask for?
- 5 If he had begun the letter *Dear Mr —*, what would the complimentary close be?
- 6 Which words in the letter have a similar meaning to the following?
 - a most important
 - b type of product
 - c large
 - d reduced price