

EXTRA ASSIGNMENT

Write a formal letter. The body of the letter should be 150-200 words long.

You can choose from the following options:

1 You work for a charity. Write a letter to a company asking them to donate something to a charity auction (choose a charity and an object). Give a reason why you chose their company.

2 You work for a local business. Write a letter to a company suggesting possible cooperation, asking to come and give a talk (choose the subject, location and date). Give the reason why you have chosen them.

3 Write a letter to a hotel abroad to enquire about accommodation. Say where you found their name, mention rooms and dates and any specific requirements.

4 a) Write a letter from you to your supplier complaining about a typical problem that often occurs.

b) Then write a letter/fax from the supplier in reply: apologize, explain and promise action.

5 Write a letter to a customer telling them that the goods they require are no longer available. Offer an alternative.

6 a) Write a letter to a customer requesting payment of an unpaid invoice.

b) Then write a reply.