

1 Read the letter. Are these statements true (T) or false (F)?

- 1 The writer works for Martitex. _____
- 2 The writer knows the name of the reader. _____
- 3 The writer is sending a catalogue with the letter. _____
- 4 Martitex is twenty-five years old. _____
- 5 It employs more than 200 people. _____
- 6 The writer wants the reader to contact him. _____

MARTITEX ENGINEERING SOLUTIONS

Supply solutions for the civil engineering industry

Dear Sir or Madam

On behalf of Martitex, I am **delighted** to send you a copy of our new catalogue. This year we are offering our widest **range** of products to engineering and construction companies across Europe and the Middle East.

With 25 years in the business, Martitex uses its experience to provide high-quality products and services in an increasingly **demanding** and competitive marketplace. With over 200 highly **skilled** staff, we always aim to meet our customer's **requirements**.

Please also find **enclosed** details of special offers and a list of contact details for regional sales staff working in sales offices across the regions. If you are interested in our services, please do not **hesitate** to contact your local representative.

We look forward to working with you in the future.

Yours faithfully

Bertrand de Chazal

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Corporate Sales Director (Europe and Middle East)

2 Which paragraph (1, 2 or 3) in the letter gives:

- a the reason for writing? _____
- b an invitation to contact the company? _____
- c information about the company? _____

3 Match the words in bold in the letter to these definitions.

- 1 very happy *delighted* _____
- 2 good at a job _____
- 3 as a representative of _____
- 4 in the envelope with the letter _____
- 5 needing time and attention _____
- 6 all the goods a company produces or sells _____
- 7 needs _____
- 8 wait before doing something _____

4 Underline expressions in the letter for:

- 1 starting the letter when you don't know the name of the reader*
- 2 giving the reason for writing
- 3 referring to an enclosure
- 4 referring to future contact
- 5 ending the letter when you don't know the name of the reader*

* When you know the name of the reader, start with *Dear* + title + name and end with *Yours sincerely* or *Best regards*.

5 Write a formal letter of introduction to new customers from a company you have worked for, or one you know well. Enclose information.

6 Swap your letter with a partner. Read your partner's letter. Would you contact the company? Why? / Why not?

I CAN	
start a letter	<input type="checkbox"/>
give the reason for writing	<input type="checkbox"/>
refer to an enclosure	<input type="checkbox"/>
refer to future contact	<input type="checkbox"/>
end the letter	<input type="checkbox"/>