

Letter writing

1 Complete the letter below using the following expressions:

Our ref: – Yours sincerely – Enc. – For the attention of Mr Henley – Marketing Director – 6th November 20

Letterhead _____	Laros S.A. 26, rue Ferrandière 38254 Grenoble Cedex Tél: 74 58 12 12 Fax: 74 58 63 89
References _____	... (1) BP/MD
Date _____	... (2)
Receiver's address _____	MacKechnie Ltd Nesson House 21 Park Lane Bearsden GLASGOW 4BH 2BN UNITED KINGDOM
Attention line _____	... (3)
Salutation _____	Dear Mr Henley
Body _____	We are pleased to confirm that our representative will call on you on 13 November. Please do not hesitate to contact us should you have any particular requirements.
Complimentary close _____	... (4)
Signature _____	
(Per pro) _____	pp. B. Philips
Position _____	... (5)
(Enclosure) _____	... (6) our latest catalogue

2 Write a letter following the instructions given in this memo:

MEMO	
To: Mary	Date: 23 November 20
From: Ann	
Please send Dickson and Bros, 45 Grange Rd, Camburley, Surrey IDG 45Z our latest catalogue & price list.	
Remind them we'll be at the London trade fair in the autumn.	
Offer to send samples	
Use Reference 45/221	
Thanks	

N.B.: - Ann Williams is the SALES MANAGER at Mac Kechnie Ltd.
- Mary is her PERSONAL ASSISTANT

①

5 June 20

②

L Singer
Product Manager

③

Our ref: WG/~~PHAS~~

Your ref: BP/SDB

④

COMPANY LETTERHEAD

⑤

Dear Mr Picket

⑥

The second problem is that we increased the printing order by 50% at the client's request. The printer couldn't handle it and we had to find another.

⑦

Delay of Promotional Materials for Alka's Soda

⑧

Could you contact Mrs Pierce at Alka Soda and let her know how things are progressing.

⑨

There are two reasons for the delay. First, we found errors in the artwork which had to be changed.

⑩

Yours sincerely

⑪

Mr Bob Picket
26 Gladstone Drive
IPSWICH
Suffolk
IP9 42J

⑫

We have had trouble getting the printer to stick to the delivery schedule on the Alka Soda posters. It is going to be difficult to meet the deadline for delivery to the distributors.

(11) Réécrire ce courrier mal présenté en corrigeant les 20 fautes commises.

HASTON COLLEGE
EC2Y 5AS
12 London Wall
LONDON
Tel: 207 742 4152
Fax : 207 742 4159
www.hastoncollege@gmail.com

For the attention of Ms Carson

CADWELL office equipment Co
Ltd
31 Scott Drive
LONDON SE18JK
Sales Manager

Your ref: CD/25
Our ref: TR/457

Re :
Multimedia projectors

20 september 20..

Dear madam,

We're very interested in the range of multimedia projectors shown on page 13 of your catalogue.

We need to buy 20 of these projectors and would expect a 10% quantity discount.
Please find enclosed the advertising leaflet of our school.

We look forward to hearing from you soon.

Best regards
Principal
Robin Lyndon

Mise en page d'une lettre commerciale britannique

En-tête (Letterhead). Généralement centrée et imprimée.

Your ref MD/LF
Our ref JC/JP

Références (References). Généralement, initiales de la personne qui dicte la lettre suivies de celles de la personne qui la saisit. Aucune ponctuation.

4 June 2011/4th June 2011

Date. Aucune ponctuation.

GeneralComputers
137 Cricklewood
Broadway
London
UK NW2 3HY

Adresse intérieure (Inside address).
Le code postal doit être placé après le nom du pays.

Le nom de la ville est généralement écrit en lettres majuscules si le nom du pays n'est pas indiqué.

Aucune ponctuation.

[For the attention of ...]

À l'attention de (Attention line).

Dear Sir

Titre de civilité (Salutation). *Dear Sirs ; Dear Sir ; Dear Madam ; Dear Sir or Madam ; Dear Mr Jones ; Dear Mrs Jones ; Dear Ms Jones.* Aucune ponctuation.

Your enquiry for Eco Bags

Objet (Subject). Mention non obligatoire, mais soulignée.

We thank you for your enquiry of 20 May for Eco Bags.

Eco Bags are durable, washable and re-usable. As you may know, environmental protection is now a hot topic around the world and it is a splendid opportunity to strengthen your sales by this item.

Corps de la lettre (Body of the letter).
Ponctuation normale mais les abréviations ne prennent pas de point.
Exemple : *FOB*

We can supply Eco Bags in various sizes, colours and materials. Please find enclosed our catalogue and a sample of our cotton bags for your evaluation.

Please do not hesitate to contact us for further information.

Yours faithfully

Formule de politesse (Complimentary close). *Yours sincerely* si le nom de famille est mentionné dans le titre de civilité; *Yours faithfully* si ce n'est pas le cas. Aucune ponctuation.

James Cartwell (Mr)
Sales Manager

Signature

Nom parfois suivi de *Mr, Mrs* ou *Ms* entre parenthèses. Aucune ponctuation.
Poste occupé (*position*)

[pp Jane Philips]

Si une autre personne signe à la place de l'expéditeur, il faut le préciser.