

Письменное задание (упражнения)

Максимальный балл – 25

Ответ в виде файла в формате doc, pdf

1. Ниже приведено письмо. Расположите абзацы письма в логическом порядке и перепишите письмо.

2. Переведите полученный вариант письма на русский язык.

3. Ответьте на следующие вопросы:

- a) What is the aim of the letter?
- b) What new books are offered in this letter?
- c) When will Nigel come to Bristol?
- d) Are these books useful? Why?

Your ref
Ourref NW/lea

Universal
Books Ltd

Ms M Russell
Ashworth Bookshops Ltd
234 Hogden Rd
Bristol BS7 9XS

PO Box 379 Jersey,
Channel Islands
Tel. 01534-797201
Fax 01534-797407
books@universal.net
www.universal.net

23 July 2001

Dear Ms Russell

a. Both of these books are very competitively priced and we offer attractive discounts to booksellers.

b. After years of research, we have now produced THE WORLDWIDE ENCYCLOPAEDIA, an important new work for the home, containing information on thousands of subjects. It is available as a set of three volumes, as a one-volume shortened edition and as a multimedia CD-ROM.

c. On August 18th-19th, I will be in your area and I would be very grateful if I could meet you and show you our new books. Would Tuesday, August 19th at 11.30 a.m. be convenient for you?

d. I am writing to introduce two important new books just published by Universal Books Ltd.

e. I look forward to hearing from you.

f. Our second new book is THE COMPLETE COLLECTION OF BUSINESS LETTERS, containing 3000 ready-to-use letters. All a business person has to do is choose the letter that they want, make a few small changes and then give it to a secretary to type. It is available in hardback and paperback, and as a special book +CD-ROM pack.

Yours sincerely

N. Westwood
Nigel Westwood
Sales Representative