

## 1 Exercises

### 1.1 Put in capital letters where necessary.

dear mr jones

thank you for your letter of monday, 1 february, in which you asked about a meeting in oxford next month. i suggest wednesday 7 june and the thames hotel. please let me know if this date suits you. when i have discussed the details of your plan with the owner of the magazine in question, european money and markets, i will contact you again.

yours sincerely [Exercise1](#)

### 1.2 Put in the correct punctuation and capital letters in this American letter.

dear ms brown

i refer to your recent telephone conversation with dr smith we are very interested in your proposal for a joint project with braincomp ltd and suggest a meeting at the trade fair in san francisco next month i will be at the fair on monday and tuesday 7<sup>th</sup> – 8<sup>th</sup> june please let me know if a meeting on one of those days is convenient

sincerely yours [Exercise2](#)

### 1.3 Write the correct salutations and closes for each of these people or firms.

- a) ABC Ltd
- b) John Wright
- c) the sales manager of Crawford & Long Ltd
- d) Mrs Elisabeth Mailer [Exercise3](#)

### 1.4 Write each of these dates in at least two different ways (GB).

- a) the eighth of November 1997
- b) the third of June 2001
- c) the twenty-first of April 1999
- d) the second of May 2005
- e) the seventeenth of December 2003
- f) the twenty-second of January 1995 [Exercise4](#)