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3.9.2 Thanks at the End of the Letter

Thank you again for your help. We will be ready to serve you in every way possible. Thanks again for your thoughtful note. Thank you for your assistance. We take this opportunity of thanking you for your help. Many thanks for your earliest attention.

As payment is now considerably overdue, we must ask you to remit the sum in question without delay. Yours faithfully, S. Johnson, Manager, Accounts Dept.

Notes - a) 'Draw your attention to the fact thatâ€™' is more emphatic than simply 'draw your attention to smthâ€™. b) 'Overdueâ€™ - the time allowed for settlement has passed. Note that both are much stronger than 'if'.

3.11.12 Compose letters out of the following: 1) Further letter, we write, advise, results, meeting, partners.

Correct the mistakes. 1) I'm shorter than you three inches. 2) Steve is older than me. 3) The little boy sang as a bird. 4) Paul is not as handsome than Tom.

5) She is a quite pretty girl. 6) Sally is the more taller girl in our class. 7) Let me know if you need any farther help.

8) Tracey studies hardly. Am nevoie de ajutor ex 3 pg 191)

Do you think that what Tanya does is worth the risk she is taking? Why? Why not? Ex. 1: DaEi un rÃƒâ€špuns convenabil la urmÃƒâ€œtoarele intrebÃƒâ€œri: 1. Good morning Mr X. How do you do? 2. Good morning X. How are you? 3. It's nice to meet you.

4. How's business? 5. No. Really effective communicators who have the ability to engage with colleagues, employees, customers, and suppliers are a valuable asset for any business. 04/28/2015.

Economists = the people who work in economy. a prosperous business = a successful business. Rising = increasing.

8) I'm afraid that isn't right. If you think our biggest problem is communication, then you have got the wrong end of the stick. 9) This document from our subsidiary makes no sense at all. I can't make head nor tail of it. 10) I've tried to get my supplier to give us a discount several times, but they just won't. It's like talking to a brick wall.