



I Read the letter and answer the following questions:

- 1) **Business letter format:** _____ (2 points)
- 2) **Type of letter:** _____ (1 point)
- 3) Insert **the SALUTATION in the appropriate place.** (1 point)
- 4) Insert **the DATE in the appropriate place.** (1 point)
- 5) Fill in the blanks using the appropriate number of the words you need: (5 points)

[1] receiving [2] nurses [3] advance [4] assistance [5] appreciate [6] following
[7] facility [8] requested [9] related [10] expect

John Linehan
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Los Angeles, CA 90019
USA

St. Vincent Medical Center
2131 W 3rd St, Los Angeles, CA 90057, USA
+1 213-484-7111, www.stvincentmedicalcenter.com

I am writing to request the copies of my medical records. I was treated at your [] between March 23 and April 10 and I would [] it if you could send me the copies of the health records [] to my treatment. I would be very much obliged if you could send me the [] copies:

1. Medical history form;
2. Physician and []' notes;
3. Test results;
4. Referrals.

Please feel free to email the [] records to me at the above address. I look forward to [] the above records within 30 days. If, by any chance, my request cannot be honored within 30 days, please inform me of this by letter, as well as of the date I might [] to receive my records. Thank you in [] for your kind [].

Yours faithfully,
John Linehan

II Underline and correct a mistake (spelling, grammar, pronunciation, capitalization, numeral use) in the following letter (5 points).

| | Correction |
|--|------------|
| Dear Sir / Madam, | X |
| I am writing to you to inquire about a vacancy for a Project Menager | |
| in your company's London office. I've been told of this opening by a Mr. | |
| Richard Brown who is curently employed by your company. | |

III Insert the right word: (10 points)

1. After sending my CV I was called to *a* _____ an interview.
2. Some employees are satisfied with their current positions, while others want to work their way up the career *l* _____.
3. Manual work in our company is carried ____ by skillful janitors.

IV Circle the best answer for each question: (5 points)

1. Return address is *inside address / recipient's address / sender's address*.
2. In *modified block / block / full block* letter format, the entire letter is left aligned.
3. Circle an example of a complimentary close: *Dear Madam / Sincerely / I am looking forward to your reply*.

V Write the letter in BLOCK LETTER FORMAT using around 100 words. You lose points if you ignore the following: format of the letter, spelling, grammar, punctuation, etc. Insert all mandatory elements of the letter. (20 points)

- You **must** use all of the following words (do not change the form of the words):

cooperate qualifications team player exceptional therefore

- You **must** say something about the **academic and professional background** of the candidate and describe the **candidate's character**.

WRITE YOUR DRAFT HERE AND THE FINAL VERSION ON THE NEXT PAGE.

To Whom It May Concern:

Sandra Mayer has asked me to write a letter of recommendation to accompany her application for PhD program in Physics at University of Berlin. I am very pleased to do so.

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Thank you for your time and consideration.

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