

Key

Writing Part 1

1

1. C
2. A
3. B
4. D

2

1. D
2. H
3. A
4. E
5. G
6. B
7. C
8. F

3

1. recommend
2. explain
3. ask
4. refuse
5. apologise
6. let (him) know
7. invite/ask
8. suggest/recommend

4

1. because
2. rather than
3. so
4. when
5. in order to
6. but

5 Examples

1. ... because she thought that the report I had written was very good.
... so she was kind enough to give us the rest of the day off work.
... when she heard the news that the company had made record profits that year.
2. ... so I phoned my boss immediately and explained the situation before leaving for work.
... because I had forgotten to set the alarm on my phone.
... but then I realised that it was actually the weekend.
3. ... rather than doing a course on health and safety, which I'd studied before.
... because I'd studied lots about health and safety before.
... in order to improve my knowledge of the computer systems we use at my workplace.
4. ... when my manager came to see me to tell me I'd got a promotion.
... because I was expecting an important mail from a client in China, but it hadn't arrived.
... in order to make sure I hadn't missed an important mail from my manager.
5. ... so I immediately went to see if she was there.
... because there was a supply chain problem that she wanted me to help her with.
... when I'd finished talking to the client on the telephone.

6

1. Hi
2. would
3. the
4. because/as/since
5. and
6. a
7. on
8. best

7

Your assistant, Molly, has asked if she can go on a training course next week.

Write a note to Molly:

- refusing her request
- explaining why this is not possible next week
- suggesting another time she could go on the training course.

Hi Molly

I'm sorry but it won't be possible for you to go on the training course next week. We have a big order that needs processing and we'll need your help.

Why don't you go on the course next month instead?

All the best

Max

Writing Part 2

1

1. After launching the new adverts, sales went up dramatically.
2. Before meeting the new employee, the MD found out more about her.
3. Liam stayed at a luxury hotel while attending the sales conference.
4. Brian checked the figures carefully before submitting his report.
5. Veronika felt very relieved after delivering her speech.
6. Visitors must wear ID at all times while visiting the company.

2

1. Andy Holloway of JKL Ingredients
2. You met Andy at a trade fair recently.
3. To see if you want him to come and visit your company.
4. Some samples of the products JKL Ingredients make.
5. We're not sure, but at a time and date that is convenient for you.

3

1. Hi
2. getting
3. what
4. much
5. more of
6. with
7. of
8. about
9. be
10. look

Write an email to Anna Black:

- saying where you saw the advert for her company
- tell her why you are interested in her company's services
- ask her for more information about her company and services
- suggest a date and time when she can visit

Dear Ms Black

I recently saw your advertisement in Business magazine, and I would like to find out more about what your company has to offer.

I work for Tring Industrial, and we are keen to start sourcing our electricity from a green supplier. Would you be able to send me more information about Anna's Green Energy and the services you offer?

I'd also like to arrange a visit. Wednesday 14th May at 2 p.m. would be perfect, if that's convenient for you.

Yours sincerely,

Albert Hatton