

LOOK AT THE LETTER FORMAT AND THE SECTIONS. MATCH EACH PART WITH THE NUMBER ON THE FORMAT

- 1.- Name and address of the person you're writing to
- 2.- Sender's address
- 3.- Date
- 4.- Beginning of the letter
- 5.- Reasons for writing
- 6.- Introducing yourself
- 7.- Asking for something
- 8.- Formal ending of letter
- 9.- Closing the letter
- 10.- Sender's name

a) _____

The Publisher, English Language Publishing
26 Milcote Avenue,
Hobe BN 7EJ, East Sussex
Great Britain

b) _____

I am an English teacher at IES "El Clot",
Valencia, Spain. I would very much like to
have a look a some sample material of this
new grammar

c) _____

IES "El Clot"
C/ Economista Gay
46009
Valencia, Spain

d) _____

I am writing to ask for information about the new English grammar you have
published.

e) _____

I would be very grateful if you could send me this material as soon as possible.

f) _____

Marina Sebastía.

g) _____

Dear sir,

h) _____

Looking forward to hearing from you soon

i) _____

10th February 2008

j) _____

Yours faithfully,

SOLUCIONS

1 – a	3 – i	5 – d	7 – e	9 – j
2 – c	4 – g	6 – b	8 – h	10 – f