ИТОГОВЫЙ ТЕСТ по теме «Деловая переписка»

1. Сопоставьте английские и русские эквиваленты.
2. Деловое письмо
3. Заключительная фраза вежливости
4. Адрес отправителя
5. Шапка письма
6. Приветствие
7. Имя и адрес получателя
8. Сблокированный стиль
9. Указание на тему письма
10. Подпись
11. Указание на рассылку копий
12. Должность отправителя
13. Приложение
14. Имя отправителя
15. Структура письма
16. Основной текст
17. Дружеское письмо
18. Указание на конкретное письмо
    1. Informal letter
    2. Layout
    3. Writers address
    4. Readers name and address
    5. Block style
    6. Greeting
    7. Formal business letter
    8. Carbon copy (c\c)
    9. Subject heading
    10. Body
    11. Complimentary close
    12. Signature
    13. Writers name
    14. Attention
    15. Letterhead
    16. Enclosure
    17. Writers title

2. Какие части письма соответствуют его блокам.

1) Re: Single room reservartion

2) Enc: 2 pages

3) I look forward to hearing from you.

Yours sincerely,

4) Sam Brown

Sam Brown

Purchasing Manager

5) Clothco Plc.

261 Whitesea Drive

Birmingham, BG 9218 GB

6) We are writing to confim …

7) 24 May, 20—

8) Dear Sir/Madam,

9) Sales Manager

Woolhouse Ltd.

209 Oak Road

Oxford, OD 27 18L

1. reference line
2. reader’s address
3. sender’s address
4. boby of the letter
5. enclosures
6. greeting
7. complimentary close
8. signature block
9. date

3. Соотнесите части одного предложения.

1) Following your advertisement in the

“Daily Express”…

2) Please find enclosed…

3) We regret to inform you that…

4) We look forward to…

5) We acknowledge receipt of…

6) please accept our sincere apologies…

7) I am writing…

8) Should you require any further

Information…

9) We would be grateful if you could…

10) We would be very interested in   
Receiving…

11) I would like to reserve…

12) Should you be interested…

1. your order will be one week late.
2. your letter deted 12th January 20---
3. please do not hesitate to contact us.
4. a visit from your salesman.
5. to enquire about your range of   
   software.
6. send us a quotation for 20 items.
7. in discussing the matter further…
8. I am writing to apply for the   
   position of \_\_\_\_\_\_\_.
9. a double room in the name of Smith.
10. doing business with you in the   
     near future.
11. for the inconvenience you have  
    been caused.
12. a copy of our brochure and prince list.

4. Соотнесите левую и правую часть письма, подходящие друг другу по смыслу.

Beginnings

1. I am writing in response to your advertisement in yesterdays Daily Scope concerning a vacancy in your sales department.
2. I am writing in reply to your letter requesting information about our products.
3. I am writing in my capacity as chairman of the residents association to draw your attention to the problem of excessive noise levels in our neighborhood.
4. I am writing to request permission to use the company premises for a meeting which will be held during the holidays.
5. I am writing to apologise for the changes in the schedule for the seminar on direct selling.

Endings

1. We feel confident that you will find something in our range that meets you requirements and look forward to receiving your order.
2. I hope that these changes have not caused too much inconvenience and that you will still attend our forthcoming seminar.
3. I am available for an interview any weekday between 9 am and 5 pm, and I look forward to meeting you in person to discuss the possibility of my employment.
4. We trust you will give this matter your urgent consideration and look forward to receiving any suggestions you might have to help overcome the problem.
5. We would be extremely grateful if you were able to allow us to use the facilities for the duration of our meeting. Thank you in anticipation of your kind cooperation.
6. Выберите соответствующие фразы из правой колонки подходящие к определенным видам делового письма.
7. letter of complaint
8. letter of confirmation
9. letter of offer
10. letter of request
11. letter of apology
12. letter of inquiry

Ключ

1.

1 g 2k 3c 4o 5f 6d 7e 8i 9l 10h 11q 12p 13m 14b 15j 16a 17n

2.

1n 2e 3g 4h 5b 6d 7i 8f 9c

3.

1h 2l 3a 4j 5b 6k 7e 8c 9f 10d 11i 12g

4

a3 b1 c4 d5 e2

1. We would be grateful if you let us know about…
2. Unfortunately, we have not yet received …
3. We shall be glad to know…
4. I am writing to confirm the details of…
5. In reply we have pleasure in offering you…
6. We would be grateful if you could arrange…
7. Please inform us by airmail…
8. We must apologise for…
9. I am writing to express my extreme dissatisfaction …
10. Please accept our sincere apologies for…
11. I wonder if I might ask you for…
12. I thought it would be useful to confirm in writing…
13. I am writing in response to your letter requesting information about…