

WRITING

A

Rewrite this informal e-mail, replacing the phrases in *italics* with passives.

From: lankford25@eircom.net
To: ralf.bublitz@nourel.de
Subject: Your order No. B/022/N

Dear Mr Bublitz

Thank you for your order. We are pleased to advise you that *we are now processing it. We will pack each item* individually in accordance with your instructions. *We have already made arrangements for shipment to Bonn, and we will despatch the goods* within ten days.

Meanwhile, we would like to inform you that *you can access our new catalogue* at www.lankford.com.

Yours sincerely

Maureen Doyle
 Sales Manager

From: lankford25@eircom.net
To: ralf.bublitz@nourel.de
Subject: Your order No. B/022/N

Dear Mr Bublitz

Thank you for your order. We are pleased to advise you that *it is being processed*.

Yours sincerely

Maureen Doyle
 Sales Manager

Tip

We choose passive forms if we want our writing to be more formal.

B

Match these sentence halves.

- | | |
|---|--|
| i In addition, follow-up meetings with | a) by March 30, together with recommendations for action. |
| ii This report was commissioned | b) repositioning the two travel agencies recently acquired by Intex Inc. |
| iii The strategy was developed following | c) a very detailed study. |
| iv The report was to be submitted | d) by Mr Don Chapman, Chief Executive of Intex Inc. |
| v It describes a two-pronged strategy for | e) all major stakeholders also contributed to the concept. |

C

Reorder the sentences in Exercise B to make the introductory section of a report.

- 1 ☐ ii 2 ☐ 3 ☐ 4 ☐ 5 ☐

D

Read the text below about unfair competition.

- In each line 1–9, there is **one wrong word**.
- For each line, **underline the wrong word** in the text, and **write the correct word** in the space provided.

Every year, trade ministers from over 100 countries meet within a framework of the WTO for discuss reform of world trade rules.

Critics argue that the organisation needs to do many more to make trade fair, particularly in two areas. Firstly, rich members of the WTO must reducing agricultural subsidies paid for their farmers, as this leads to surplus produce being dumped onto poorer countries. In turn, this export dumping destroy the livelihoods of million of poor farmers. Secondly, the WTO must stop forcing developing countries to open their markets complete, as those countries obviously need to protect fragile industries in the face of unfairly competition.

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