ОПРЕДЕЛИТЕ, К КАКОМУ ТИПУ ДЕЛОВОГО ДОКУМЕНТА ОТНОСЯТСЯ ДАННЫЕ ОТРЫВКИ:

**1.** In the winter issue of Multimedia News we read that your company sells language laboratories. Our school needs a new language laboratory and we are looking for the best equipment.

Could you please send us information on your laboratories and include a price list and ordering information.

Thank you for your assistance. I look forward to hearing from you.

1) CV 2) contract 3) letter of inquiry/request 4) letter of complaint

**2.** Dear Sir or Madam:

 In the April 4, 2006 Boston Daily News I read about your new camera, the XL-Lite. Since I am a photographer with Bay State Magazine, it is important that I know about new cameras.

 Would you please send me information on the camera? I would like to know when the camera will be available and how much it will cost.

Thank you for your attention.

1) letter of inquiry/request 2) memo 3) CV 4) letter of complaint

**3.** I am writing to apologize for the mix-up in your order. We recently began using a new packaging system, which still has a few small bugs. This morning we straightened out your order and sent it. To compensate for the inconvenience, we have enclosed coupons for you to enjoy on future purchases at any of our retail stores. Again, I apologize for the confusion and any trouble that may have caused you.

1) memo 2) CV 3) contract 4) letter of apology

**4.** Responsible for training and mentoring system technicians and system designers. Also responsible for ensuring that delegated tasks are done accurately, on-time, billed within budget, and performed within the scope of the contract. Must also oversee a high degree of regard to employee and subcontractor safety. Must also oversee that safety standards are adhered to.

1) letter of apology 2) letter of application 3) CV 4) contract

**5.** Dear Dr Ricardo Closa Patricola,

I have the pleasure of extending to you an invitation on behalf of the administration of Krasnoyarsk State Medical University to the SYMPOSIUM “Nutrition in the Prevention of Social Important Diseases” to be held in Krasnoyarsk on the tenth of December, 2014. Leading specialists of Krasnoyarsk, Moscow, Tomsk, Irkutsk and Novosibirsk are to take part in the Symposium.

1) invitation letter 2) letter of application 3) letter-order 4) congratulation letter

**6.** Dear Mr N. Brown,

I have just read of your getting an appointment of Dean of the Nursing Faculty. Let me offer my warmest congratulations. I don’t have to tell you that all of us here wish you the best of luck in your new position. We are sure we will know more good news about you in the future.

Your sincerely, …

1) letter-offer 2) CV 3) congratulation letter 4) letter-order

**7.** Dear Dr. Jenkin,

A year ago, I attended a post-graduate course at your university and therefore I know you.

At that time and afterwards, I heard your name mentioned in connection with the project «Respiratory Support». As I am doing research in that particular field I should greatly appreciate if you would allow me to call on you any time between 1st November and 20th November. I should be very grateful if you could indicate convenient day and hour.

Yours sincerely, …

1) letter-order 2) letter-offer 3) letter of application 4) letter of apology

**8.** Dear Dr. Wellington,

It is a great pleasure to have a letter from you and to learn that you have recovered completely.

I have sent you a little present from Moscow. I hope you will like it. Prior to your disease I sent you a copy of our method of cultivating unicellular algae which proved to be very successful in our laboratory. I would like very much to have your opinion and to know whether it is possible to employ it under your laboratory conditions.

With best wishes, …

1) letter of inquiry/request 2) memo 3) letter-offer 4) letter of complaint

**9.** Dear Sir,

We thank you for your letter of 5th Jun. and your latest leaflet of the new model of topographic scanners. We have decided to order 3 topographic scanners. As to the delivery date we agree that they should be shipped 2 months after your confirmation of the order.

Yours faithfully, …

1) letter of inquiry/request 2) letter of complaint 3) congratulation letter 4) letter-order