

CORRESPONDENCE



In this lesson we'll teach you different kinds of letters and how to write them.

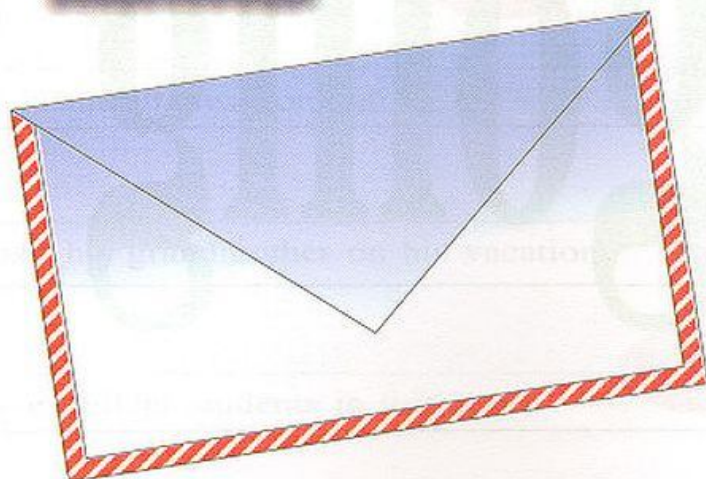
a) This is an envelope.



b) This is a stamp.



c) This is the back side of an envelope.



You go to the post office because you need to send a letter, buy some stamps, or buy some postcards.

PART II

■ NOW, LET'S WRITE A LETTER TO A FRIEND...



September 24th, 1996

Bob,

It was really nice hearing from you.
Now, let me tell you my news. I am going to Florida next month. I will probably be there for about two weeks. Mary Ann is going with me. She is very excited about seeing you again and is dying to meet Janice, your new wife. I'm sure they will both enjoy each other's company.

Well, that's about it for now.
I'll call you in a few days to let you know the exact date of our arrival.

See you soon,

Tom

- This is an informal letter and an example of private correspondence.

■ WRITE A LETTER TO A FRIEND PRACTICING EXPRESSIONS IN THE FUTURE TENSE (WILL-GOING TO).



PART III

BUSINESS CORRESPONDENCE



August 1, 1996

XYZ Corporation
1410 Atlas Blvd.
Bellevue, California 91836

Attention: Mr. Owen Roberts

Dear Mr. Roberts:

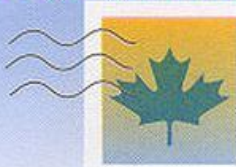
We would like to confirm to you that the merchandise was sent to you on July 23rd by Mail Express invoice number 45023AB2. Enclosed you will find a copy of your Sales Order.

Respectfully yours,

ABC Inc.
Domestic Sales Division

ABC Inc.
510 Tower Avenue
Santa Fe, New Mexico
80216

XYZ Corporation
1410 Atlas Blvd.
Bellevue, Cal.
91836

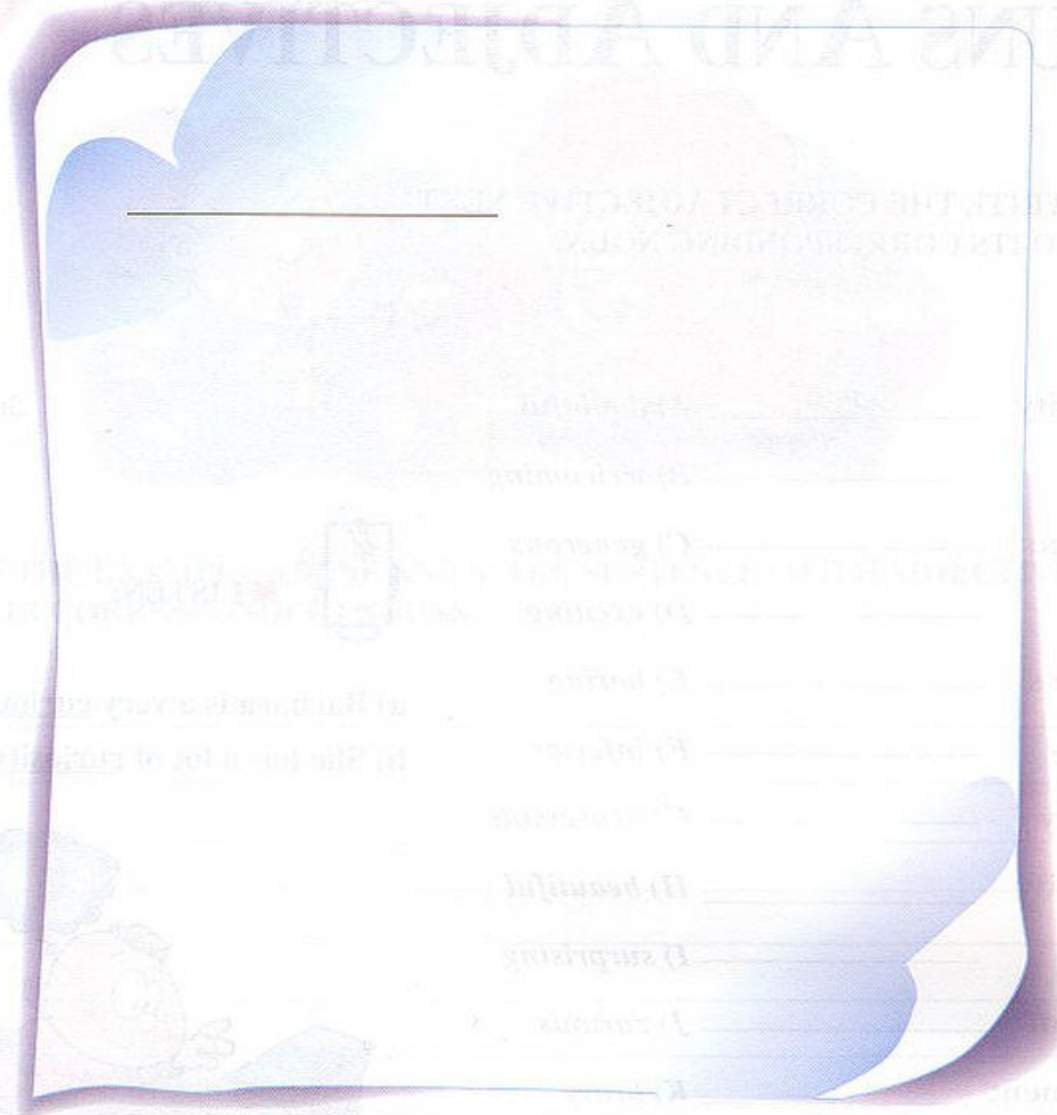


AIR MAIL



PART IV

■ WRITE A LETTER TO A COMPANY



■ ANSWER THESE QUESTIONS:



1. How often do you write personal letters?

2. Could you send a letter to a company?

3. When was the last time you wrote a personal letter? To whom?

4. When was the last time you wrote a business letter?

5. Do you like to write letters? Why or why not?

