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1. Dear _____,
 - a) Wood
 - b) Mr John Wood
 - c) John
 - d) Mr Wood

 2. I am writing to _____ whether you have any vacancies in your company.
 - a) find out
 - b) enquire
 - c) ask you
 - d) know

 3. I am writing _____ your advertisement in the newspaper.
 - a) to reply
 - b) answering
 - c) in response to
 - d) to answer

 4. _____ a copy of my CV for more detailed information about my work experience.
 - a) Please read
 - b) Please find enclosed
 - c) I have put in
 - d) I send you

 5. As you can see from my enclosed CV, my experience and qualifications match this position's _____ very well.
 - a) requirements
 - b) needs
 - c) wants
 - d) conditions

 6. _____ additional information, please do not hesitate to contact me.
 - a) Would you require
 - b) If you want
 - c) Should you require
 - d) Do you require

ANSWERS:

1. Dear _____,

- a) Wood – You must use the person's title.
- b) Mr John Wood – Do not use the person's first name.
- c) John – Using the person's first name only is too informal.
- d) **Mr Wood – This is the correct answer. Use the title and the surname at the beginning of formal letters.**

2. I am writing to _____ whether you have any vacancies in your company.

- a) find out – Although the grammar is correct, the style is slightly too informal. It is better to avoid phrasal verbs if possible.
- b) **enquire – Correct!**
- c) ask you – Although the grammar is correct, the style is slightly too informal.
- d) know – This is not the correct answer.

3. I am writing _____ your advertisement in the newspaper.

- a) to reply – This is not the correct answer.
- b) answering – This is not the correct answer.
- c) **in response to – This is the correct answer. Well done!**
- d) to answer – This is not the usual phrase used.

4. _____ a copy of my CV for more detailed information about my work experience.

- a) Please read – Although the grammar is correct, the style is too direct.
- b) **Please find enclosed – Right!**
- c) I have put in – Although the grammar is correct, the style is too informal. Avoid using phrasal verbs in formal letters if possible.
- d) I send you – This is not the correct phrase.

5. As you can see from my enclosed CV, my experience and qualifications match this position's _____ very well.

a) **requirements – Right!**

b) needs – 'Needs' doesn't collocate (or go with) 'requirements' in a formal business letter.

c) wants – This isn't the correct answer. Try again.

d) conditions – 'Conditions' doesn't collocate (or go with) 'requirements' in a formal business letter.

6. _____ additional information, please do not hesitate to contact me.

a) Would you require – One of these words is wrong.

b) If you want – Although the grammar is correct, the style is slightly too informal.

c) **Should you require – Correct!**

d) Do you require – This is not the correct phrase. This sentence is not a question.

You can try this quiz online at:

http://www.bbc.co.uk/apps/ift/worldservice/quiznet/quizengine?ContentType=text/html;quiz=1540_writing_app