

# WRITING TESTS

## PRACTICE TEST 1

### Sample letter (173 words)

David Normans  
The Personnel Division  
OILEX Oil Company  
44 Laan van Gogh  
The Hague 4445 AG  
The Netherlands

22 New Dover Road  
London EC1 04D  
United Kingdom

14 January 200-

Ref: oilex/2002

Dear Mr Normans,

I am writing to apply for the position of Purchaser which was advertised in the last week's edition of 'Business Professionals Magazine'.

I think I would be suitable for the job as I have the relevant experience and training. I have a Master of Business Administration Degree and I am just finishing a course on Intercultural Management. I worked as a buyer for a large department store in Hong Kong for two years and for the last five years I have been working for British Chemicals as a purchaser. I have also been Head of the Department for one year.

I am particularly interested in the job because I would like to face the challenge of living and working in Africa. As you will notice on my enclosed curriculum vitae my childhood was spent in Africa so I am familiar with the languages and the people there.

I would be pleased to discuss my curriculum vitae with you in more detail at an interview. I will be available for interview from 15 January.

I look forward to hearing from you.

Yours sincerely,  
Robert Marlow

## PRACTICE TEST 2

### Sample letter (171 words)

FinnWood  
6 Pikkukoskentie  
Tampere 6011

HOLZLAND  
12 Kunigundastrasse  
Hamburg 80041  
20 January 200-

Dear Sir/Madam,

We have obtained your catalogue from Mr Kramer who has been your business partner for many years. We are impressed by your wide range of office furniture.

We are one of the main importers of office furniture and equipment in Germany and we are especially interested in the office chairs and the computer desks you produce.

We would like to place an introductory order with you if we can agree on terms and conditions. We need 300 chairs, all with leather cover (Catalogue No 19N/01) and 150 wooden computer desks (Catalogue No 3D/01). Please let us know if you can deliver within 10 weeks of order because we need the chairs before Furniture Expo opens on 15th April.

Could you please quote your prices c.i.f. Hamburg and send an up-to-date price list for your full range.

If your prices are competitive and the quality is acceptable, we will purchase on a regular basis so we are also interested in discounts for regular orders.

Please note that early delivery is really essential.

I am looking forward to hearing from you soon.

Yours faithfully,  
Rita Keve

## PRACTICE TEST 3

### Sample letter (151 words)

Swedish Vodka International AB  
Marketing Communications  
PO Box 495, Sollentuna  
Sweden

Pubs&Clubs  
12 Lollard Street  
  
London CE2P 3DL  
18 August 200-

Dear Sir/Madam,

Your advertisement in the latest issue of Hospitality attracted our attention. Our alcoholic beverage company is currently seeking a partner in the Scandinavian region.

We are a major import-export company specialising in a wide range of top quality beverages. We not only supply hotels and restaurants but run our retail outlets throughout Great Britain as well.

We would be very grateful if we could receive information about your company's activities. In particular we would appreciate a copy of your advertised brochure and any more details about your company.

Please let us know your terms of trade, including quantity discounts, delivery dates and any credit facilities you are prepared to offer. We are wondering if you have a representative in Great Britain. If so, we would be very glad if we could meet him/her and discuss the opportunities of co-operation in the future.

We look forward to hearing from you soon.

Yours faithfully  
Erica Egan  
Supply Manager

## PRACTICE TEST 4

### Sample letter (150 words)

Supply Division  
Scotsclothes  
122 Cross Road  
Edinburgh EY4 5GH  
United Kingdom

Leatherwear  
2 Kerek utca  
Pécs 7630  
20 October 2000-

Dear Mr Robinson,

I am writing to you because we have a problem with order No. XX542-02, in which you ordered 8000 pairs of leather gloves for the Christmas period.

We have had several problems lately with material supply, which caused stoppages on the production line. As a result we may not be able to meet the original deadline. I am afraid we would like to ask you to change the delivery date to 30th November.

We are very sorry about the regrettable delay and we understand that this may be particularly disadvantageous to you because of the Christmas period. To compensate you for the inconvenience, we can offer you partial delivery (2000 pairs of gloves) by the original deadline and a 5% discount on the consignment delivered by 30th November. Would you please inform me if the new conditions are acceptable to you as soon as possible.

We do apologise again and we look forward to hearing from you.

Yours sincerely,  
David Holcz



## PRACTICE TEST 5

### Sample memo (174 words)

#### MEMORANDUM

To: Richard Newey, Relocation Manager  
From: M. Carolan  
Date: 22 April 200-  
Subject: New premises

I read this advertisement in North England Business Review.

The industrial area they advertise is growing and they have many advantages like tax and investment help for new companies. It would come handy if we consider the high costs of moving.

They also have a large number of companies including international ones. There are 60 manufacturing and distribution companies, so I think if we move to Skipton it would be easy for us to find a lot of new customers. The services and facilities of the Logistic Centre could help us eliminate our present transport, warehouse and delivery problems.

In the long run I suppose it is more favourable to buy an office, depending on the prices they offer. As the ad doesn't quote prices, we should find out more details about it as soon as possible.

I think we should call Mr Kirkup and ask him to arrange a visit for us to Skipton, because we have to study the local circumstances to see if it is a good idea to move there.

M.C.

## PRACTICE TEST 6

### Sample letter (150 words)

BritPlastic  
14 Nelson Road  
Kingston M5 6LG  
United Kingdom

MoldD3  
22 Hajnal utca  
Debrecen 4012

20 October 200-

Dear Mr Rogers,

With reference to your fax this morning I would like to inform you about the tool you ordered (Order No. 123/01).

I am pleased to tell you that the tool is ready for trial. The trial will take place on 30th October and will last for 24 hours. Delivery is due in the first week of November.

I understand that you are planning to send Mr Bailey to Debrecen to supervise the trial. We know Mr Bailey and we appreciate his expertise. However, our company has been producing plastic tools for many years and we are proud of providing our partners with excellent quality products. We think our project managers have the expertise and the experience to supervise the trial.

We are prepared to make the necessary arrangements for Mr Bailey's visit, but please note that we are not in the position to cover any expenses incurred by the visit.

We hope to hear from you soon.

Yours sincerely  
Tibor Lakos

## PRACTICE TEST 7

### Sample letter (160 words)

Briggs Wholesaler  
2 Weed Gardens  
London EC1 1DH

Brithold  
123 Princess Street

Brighton G12 8EY  
28 February 200-

Dear Mr Briggs,

We received the consignment (Order No. 45Y/01) yesterday and I would like to thank you for the urgent delivery. We also received the necessary documents and invoice for the order.

However, when we came to examine the goods, we found that twelve dishwashers were broken. The damage is probably due to inadequate packing. Unfortunately, this is not the first time that our packaging instructions have been neglected.

Since the dishwashers are unsaleable even at a reduced price, we will return them to you and we hope you can send the replacements very soon. As we cannot hold a large stock we need the replacements as soon as possible.

We very much hope that in the future you will be able to ensure that the goods are delivered undamaged, otherwise I am afraid we will have to consider using another supplier. I would also like to note that we are not prepared to pay for the consignment until replacements are sent.

I am looking forward to your early reply.

Yours sincerely,  
Joan Brave

## PRACTICE TEST 8

### Sample letter (175 words)

National Tourist Office of Thailand  
17 Wood Lane  
London SW1 EC3

MediChem  
33 Verem Street  
Budapest 1011  
12 November 200-

Dear Sir/Madam,

I have seen the advertisement published by the National Tourist Office of Thailand in Business Magazine. I am writing to you to obtain more information about your offers because I am responsible for organising a series of tours as an incentive for top executives.

MediChem is an international pharmaceutical company. Our top executives, of different nationalities, are highly qualified professionals with high expectations. Their work includes a lot of travel. As an incentive we would like to offer them something very special.

We are planning to arrange 10-day trips for them between March 1st and the end of August. We would like to have a package tour organised by a local agency. Our requirements include first class accommodation with sports facilities, preferably in the countryside, full board and a varied programme of folklore events, trips to historic places as well as visiting the capital city of Thailand.

Could you please send us detailed information about your offers and inform us if there are any special conditions for visiting Thailand such as vaccination or visa requirements.

I am looking forward to hearing from you.

Yours faithfully,  
Ann Kenwood