

3. 1/12 /08/ Silom / 45 Liaoning Road / Qingdao, China / Mr. Leonard Bitner /
The Hongkong Banking Corporation / General Manager.

4. August, 9, 2007 / Winbourne Road / Sydney / 32nd Floor JPK Building / 57 /
Winbourne Road / Director of Marketing / Australia / Australian Wine Export
Ltd.

5. 23 Sept, 2006 / England / Ingatestone, Essex, CM49ED / Buying Manager / 17
High Street / Mr. Gary Cooper/ Cars.com Ltd.

6. 25th June, 2005 / 2702 Bouquet Canyon Rd., / Canworld Foods Ltd. / Santa Clarita / U.S.A. / General Manager / CA 91350.

7. March 15th, 2006 / 7662 Curragh Ave / Dedo Distributors Ltd. / Canada / V5J4V9 / Burnaby BC / Mr. Bill Berry.

8. 28/2/2006 / Korea / 728 Shinduk ri Weaseo Myoun / The Manager / Chullanam-Do / KTP International Ltd.

3. Sales Manager, typed by Marry Porter, Yours sincerely, Mr. James Sherden, four enclosures of accounting reports, Rice Trading Co., Ltd.

4. Kind Regards, Daniel Sherden.

แบบฝึกหัดที่ 1.4

D. Directions: Layout and Punctuation: British and American Style

The following is a letter sent by Mr. Tim Clancy, Manager of Clancy Car Sales Ltd., 557 Grantham Road, Middlesborough, WI35A, England, to Mr. Henry Mateson, National Sales Director of Smallbutgood Cars Inc., 956 Midland Avenue, Rockaway, New Jersey 43586, U.S.A. Mr. Clancy requires information about price increases for the following year. Please help Mr. Clancy rewrite his letter into a proper layout format and punctuate. Also help Mr. Mateson rewrite his reply. Remember one is of British style and the other of American style.

A. I am writing to you in the hope that next years prices will not increase from the current prices as we have had good sales this year most certainly due to the competitive sales price we have kept stagnant throughout the year if these were to rise I shall not be ordering in the same volume or quantity as the previous year even though the market has picked up somewhat in the last 12 months also I would like to request more information about the two new models that are to be released to the market in the coming year ones which I was impressed about when I saw your display at the All American Car and Boat Show any further information about future models and price fluctuation would be greatly appreciated.

B. Thank you for your inquiry about Small but good Cars Inc. prices for the coming year I can assure you that at this stage there is no need to worry about any increases in the costs of our cars please note that our 2001 prices were held to the same level of the previous year and we will continue to hold our prices stagnant for as long as possible but with the down turn in the economy and rising import duties on parts it will be a difficult task as national sales manager I will endeavor to keep these prices down to their current level if there is any likelihood of these prices increasing I will inform you at my earliest opportunity also you will find enclosed a brochure on the new models of the XWF301 and the XWT374 that will be rolling off the production line in the coming year these models should take us into the next decade as a quality yet inexpensive car maker to the middle income earner market we hope we can assist you into acquiring these new models to your shores as you have been a valued client to our establishment we want to continue this relationship into the long future.