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## รูปแบบจดหมาย

### แบบฝึกหัดที่ 1.1

**A. Directions:** Give the appropriate salutation for the following, correct the date, and rearrange the addresses below using the block layout to form the inside address.

1. December 12, 2007/ Japan / Minamitsu Corporation / 407 / Purchase Manager / Osaka / Nishinari-ku

2. January 21, 2008 /3125 Sebastopol Road / Senior Vice President / CA95407 / Mr. Ronald Fisher./ U.S.A./ Best Insurance Brokers Inc./

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 / 32<sup>nd</sup> 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. 25<sup>th</sup> June, 2005 / 2702 Bouquet Canyon Rd., / Canworld Foods Ltd. / Santa Clarita / U.S.A. / General Manager / CA 91350.

7. March 15<sup>th</sup>, 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.

9. 15 March 2006 / Mr. Stephen Erickson / 3 Rue Petit Coquempot / Marketing Dept./ Mer 62170/ Diamant Ltd. / France/ Montruil sur.

10.2007, 18 July / Alternative Gems Ltd.. / New Zealand. / Parnell, Auckland /169 Beach Road /Mr. David Rone.

### แบบฝึกหัดที่ 1.2

**B. Directions: Provide a salutation and a complimentary close for each of the following items, as if you were writing to the person or the company.**

1. Eurosport Ltd., an organization that provides an annual subscription to the magazine 'Sportworld'. Write a letter of interest in advertising in this magazine.

2. The General Manager of ABC Trading Ltd., a firm that sent T-shirts, but they are the wrong size.
  
3. Paul Kaphan, Managing Director of Usworld Foods Ltd., who you ordered 140 Sea containers, but delivery is overdue.
  
4. Henry Cooper, Manager of GTT Ltd., wanting information on their handbags and the method of delivery.

### **แบบฝึกหัดที่ 1.3**

**C. Directions: Construct a letter termination sequence with the following information given below.**

1. William Porter, Very truly yours, Managing Director, DEE International Ltd.
  
  
  
  
  
  
  
  
  
  
2. Personnel Director, Yours sincerely, copies to Mrs. Jane Johnson and Mr. Carl Porter, typed by Marry Jones, Mr. Michae Bradley.

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.