**An-Najah National University The Language Centre English in the Work Place (11032101)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Writing Activity, 2nd sem.**

**Exam weight: 20%**

**Mark: \_\_\_\_\_\_\_/ 20**

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**Section 1: Letters \_\_\_\_\_\_\_\_/10**

**You have received this letter that places an order to buy 200 copies of the Science book. Confirm this order via a letter making sure your reply letter follows an appropriate structure and contain all the appropriate information.**

Andmeister Books

71 Kiln Place

London NW5 4AL GBR

5 April, 2022

Dear Sir/Madam,

As per our discussions on the 1st of April, we are happy to set an order for 200 copies of the Science book *The Body: A Guide for Occupants* by Bill Bryson for class 12 for the ICSE Board on the following terms and conditions:

1. The price of each book will be £15 (inclusive of all taxes).
2. Shipment will be made within 7 days from the order date.
3. Order not delivered as per the above conditions, the order stands cancelled.

The payment for the said order will be by credit card on receipt of invoice.

We look forward to your confirmation of this order.

Yours sincerely

Amanda Nash

Amanda Nash

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**Write the confirmation here:**

Andmeister Books

Nablus-Tulkarem street

Palestine Nablus/DeirSharaf

10 April, 2022

Dear Sir/Madam,

Thank you for your response; we have agreed to all of your terms; therefore, the 7-day period will begin tomorrow. The overall cost of your initial condition should be 3000 pounds.

When should we transfer the funds, and how should we object to the process if the order does not meet the conditions? and how much time do we have to double-check the order?

Your Fast response is highly appreciated to harry the process

This is an initial treatment purchase, and we will be a long-term customer.

Yours sincerely

Hamza Younes

Hamza Younes

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 2: Emails \_\_\_\_\_\_\_\_/10**

**Write two emails one to a friend and the other is to a customer. Decide the tone of each email in terms of the level of formality along with the appropriate expressions and phrases that match the tone of each email.**

First Email: Write an email to your friend inviting him/her to your graduation ceremony. Make sure to include all the information your friend might need; the place, date and time of ceremony. \_\_\_\_\_\_\_/5

subject: invite to a graduation party

Dear Mr. Asem,

I have been my friend for four long years, and the things that have helped me from you will forever guide me, as I go through life on my own. As you very well know, I will be graduating this year. It will be a very important occasion in my life and I want you to be a part of it. This letter serves as my invitation to you. I wish that you will not turn me down. I have only invited those people who were so important to me and you are one of them. Your presence will greatly honor the occasion, as you have done to me during the four years that I have stayed with the university.

There will be a small party at the house on date 10/5/2022 an hour 9 evening. I wish you will be there too. My parents are expecting you and they are looking forward to meeting you.

Thank you.

Sincerely,

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Second Email: Write an email responding to a customer who enquires about laptops. \_\_\_\_\_\_\_/5

Subject: Enquiring about Laptops

Dear Mr. Suraj Verma,

I am writing to enquire about DELL laptops. I am planning to purchase 20 DELL Laptops for business purposes as I am running a media and advertising firm. I require laptops with good graphic features that are also portable, lightweight, 8GB RAM, and that suits our budget.

I would like to know the details of all the available laptops with the abovementioned features. If DELL laptops are not available then I would like to buy any other brand laptops as well.

I look forward to hearing from you soon.

Yours faithfully,

Jane Harris

The Best of Luck ☺