1. A
2. E
3. H
4. G
5. I
6. K
7. B
8. C
9. I
10. D
11. F

Aufgabe 2

1. Enquiry
2. Offer
3. Price
4. Confirmation
5. Delivery
6. This date
7. Discount
8. Guaranteed
9. Deal with
10. Packed
11. Enclosing
12. Look forward to

Konrad Gries

Hier und dort 45

42069 Beste City

Deutschland

27.10.22

Our ref: xd/ lol

Your mom

This street 6

Halifax

Canada

Dear Sir or Madam,

Offer about medical equipment

We refer to your enquiry of 29.April.2020