

ANGLAIS

**I- LETTER- WRITING**

**A- 1) Write out these dates in full as they would appear on a letter (10mks)**

a-3/05/2000:

c- 4/4/2012:

b-1/09/2007:

d-28/10/2014:

2)a- If a letter is addressed to "the Manager", what would the salutation be?.....

b-To "The Manageress"?.....

c- To "Mr Spencer"?.....

3) What is the usual complimentary close in a business letter?.....

4) What other complimentary close do you know? When is it used?.....

**B- a- ENQUIRY LETTERS (5mks)**

Complete the blanks in the following letter with the words in (...) large, we, about, different, could, both, also, if, available, send

Please .....information .....your refrigerators.....want.....small and  
.....models.....you.....tell us.....they are.....in.....colours.

b- Reply to enquiries (5mks)

requested, thank, inquiry, enclose, fact, attract, page, no longer, items, price-list.....you for  
your.....of 28 August.

We.....a catalogue and.....as.....We would like to .....your attention  
to the .....that we.....manufacture.....n° 11 and 12 on.....100.

**C- Write a reply** from the Marketing Manager of Malagasy Broderie to a letter (20 August) from Mrs S.Robertson Import Manager, Tablecloth Importers 17, Drive Alley Colchester Essex England (Ref:SR/DT).

The letter asked for full details, price-list and earliest delivery date of embroidered tablecloths and napkins. ( Use the ten parts of a letter, block form and today's date. (8mks)

**II- USE OF ENGLISH**

**A- Put the verbs in (...) in their correct tenses (4mks)**

1- By the time you (receive).....these goods, we (send).....your second order.

2- Sheila (spend).....her holiday in Majunga when she (meet).....her husband.

3- We (export).....Malagasy handicraft to the US for a few years now.

4- The phone (ring).....for several minutes when the secretary answered at last.

**B- Put into the active or passive voice as needed (4mks)**

1- Candidates were being interviewed by the HRD yesterday

2- They sent garden tools of the wrong colours

3- The accountant will check the sales figures next week

4- A new business needs capital in order to buy large premises

**C- Put into direct or reported speech as appropriate (4 mks)**

1- "Did you manage to type the report?" the manager asked his secretary

2- The visitor asked the receptionist how he could get to the 3<sup>rd</sup> floor

3- My mother asked me: "What time will our flight leave for Mauritius tomorrow?"

4- The boss promised the workers that he would give a rise when necessary

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