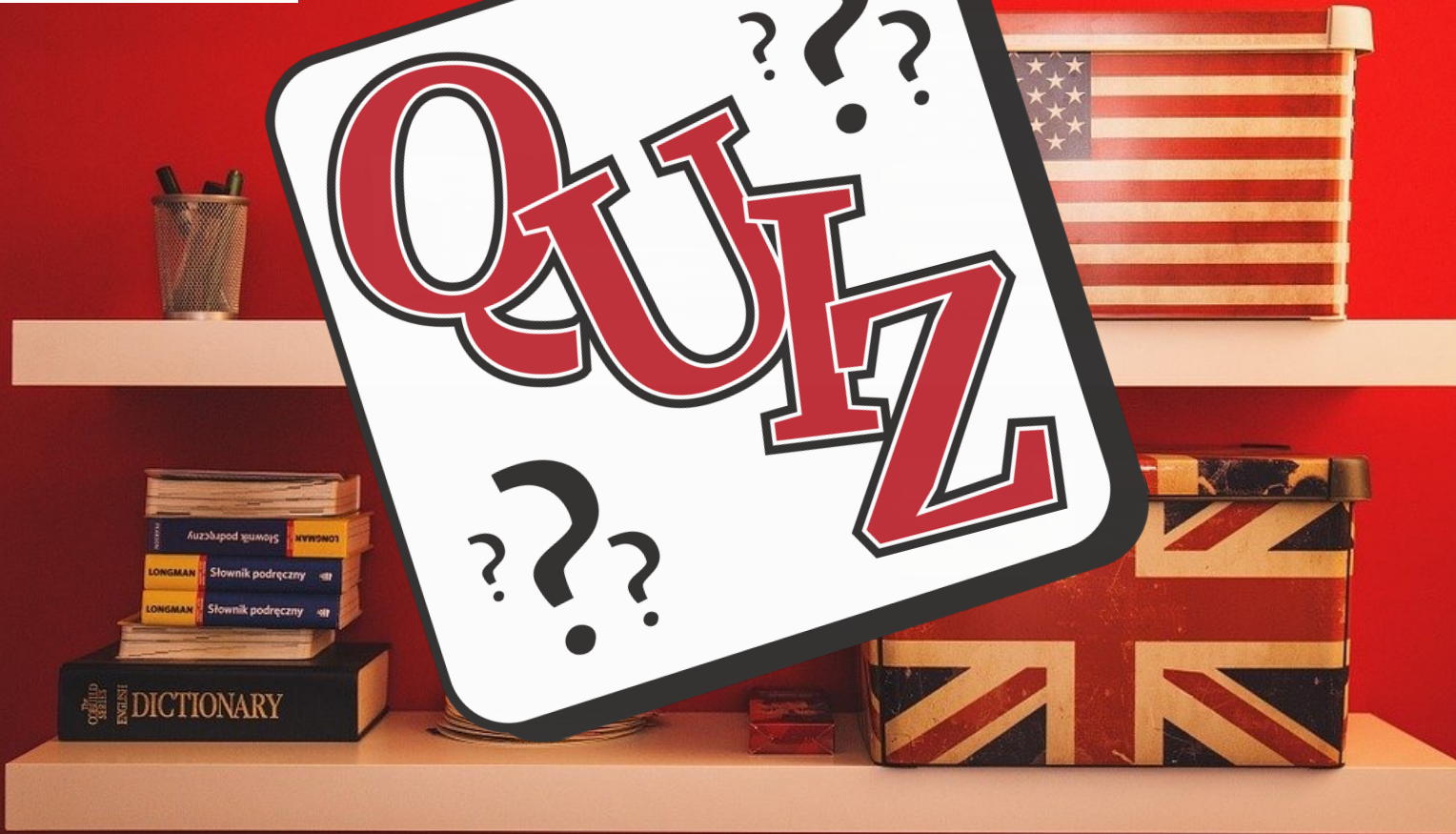
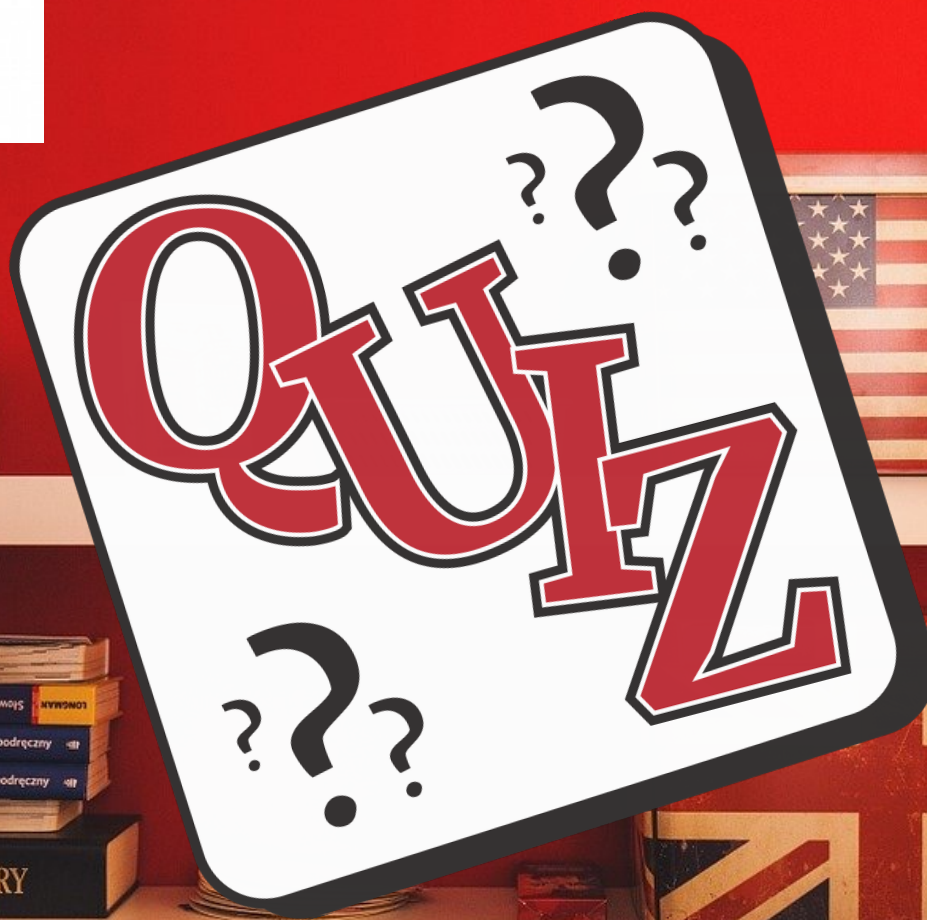
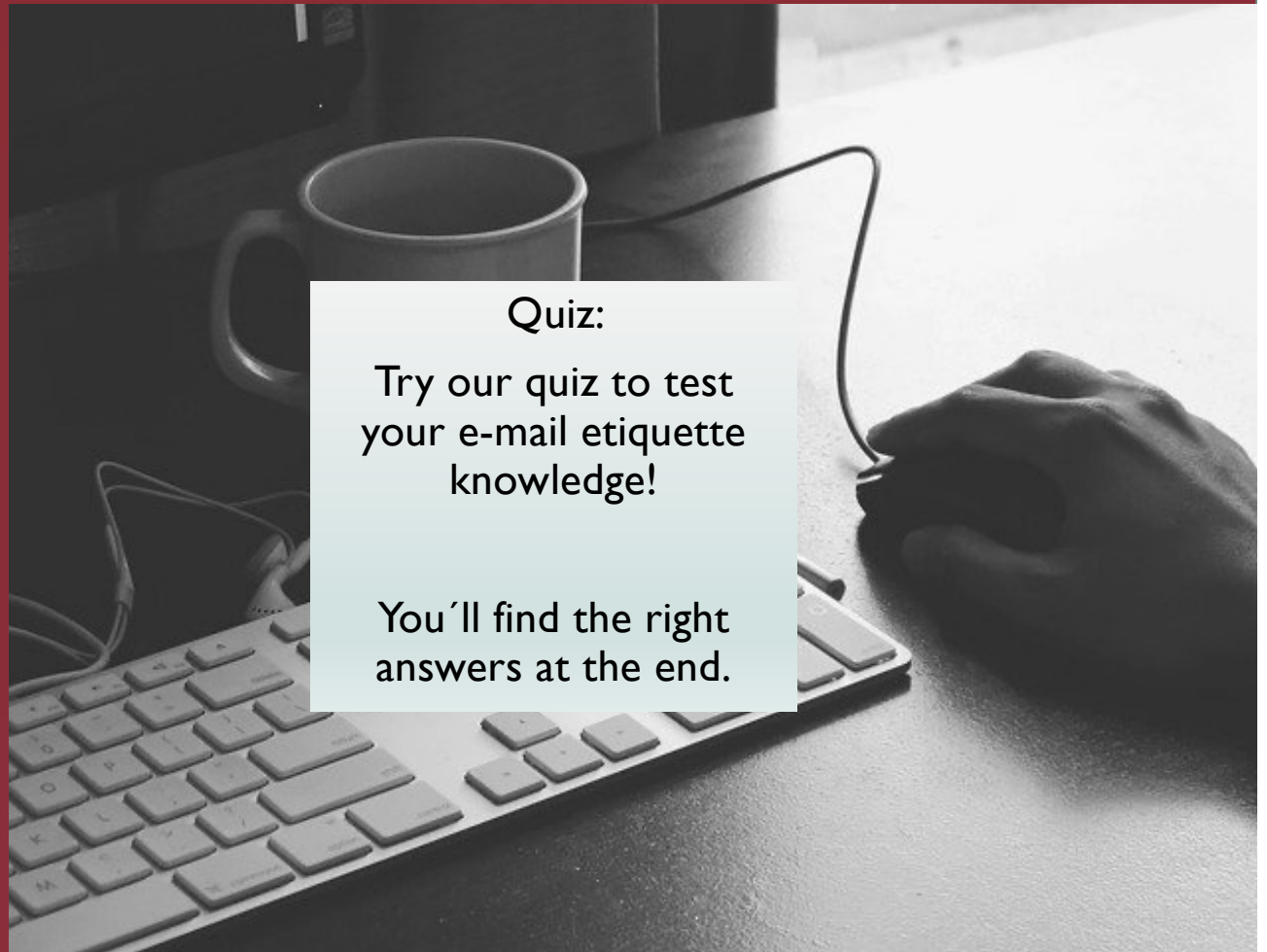




Galimatias



Information politely expressed will get a better response from an English native speaker and it's more likely to keep up a good working relationship.



1. You are writing a formal email to Peter Bridges.
How would you address him?

- a) Hi Peter,
- b) Dear Peter Bridges,
- c) Dear Peter,
- d) Dear Mr Bridges,

2. You are writing a formal email to Anne Wilson whom
you do not know. How would you address her?

- a) Dear Wilson,
- b) Dear Anne Wilson,
- c) Dear Ms Wilson,
- d) Dear Mrs Wilson,



3. You are writing an email to a general office address where it is not sure who will answer your email. Which of the following terms would be correct? (two possibilities)

- a) Dear Sirs,
- b) Dear Sir/Madam,
- c) Dear All,
- d) To whom it may concern,

4. You are writing to a Chinese company to respond to an email from Wu Deng. How would you address your correspondence?

- a) Dear Wu Deng,
- b) Dear Wu,
- c) Dear Sir,
- d) Dear Deng,

5. You are signing off a formal business email

- a) Best wishes,
- b) Best regards,
- c) Yours faithfully,
- d) Yours sincerely,





Answers:

1. D
2. C
3. B ja D
4. A
5. B



**CONTACT US TO FIND THE
RIGHT TRAINING SOLUTIONS
FOR YOUR ORGANISATION:**

HELSINKI:
TAMMASAARENKATU 5, HTC SANTA
MARIA

TURKU:
NUNNANKATU 4

KUOPIO:
MINNA CANTHIN KATU 4

JOENSUU:
KAUPPAKATU 32 JA 35

GALIMATIAS.FI
TEL. 045 125 0080
WWW.GALIMATIAS.FI
OFFICE@GALIMATIAS.FI

