

WRITE IT RIGHT

Use this e-mail for the activity "Group work — Write it right", *Business Spotlight in the Classroom 2/2008*

Instructions

Three parts of this e-mail need correcting:

1. Add a subject line, salutation and closing.
2. Put the underlined words in the correct places in the sentences.
3. Insert paragraphs to make the e-mail easier to read.
4. Check your version with the e-mail in "Finding the right words", *Business Spotlight 2/2008*, page 68.

Subject:

The computer cabling work has still been completed not. As you know, this was ordered on 6 November 2007 for by 22 January 2008 completion. On 21 January the work would not be finished on time you told us. You then promised at the latest us that this would be done by 25 January. It is still now 28 January, and the cabling is not in use. This has held up our changeover to delay the new computer system. It has caused costs and extra forced us to revise time plans. We insist that the work is must completed by 7 February. If this is not the case, we will find it impossible to again recommend your company to any of our clients and will not order from you. We also suggest that you of-fering caused cover some of our extra costs by the delay by a 10 per cent discount on the existing invoice. As soon as possible please reply with the new completion date, remembering our deadline of 7 February.

Armin Matzig

Purchasing manager