application letter product lines formal or informal the date

functional structure The UN Charter business letter the solution

 UN Secretariat informal letter

1. ……… - is a letter you send with your resume to provide information on your skills and experience. This letter is your chance to ‘sell’ yourself to an employer, explaining why you are an ideal candidate for a position.
2. The United Nations System is based on six principal organs: 1.UN General Assembly; 2. UN Security Council; 3. UN Economic and Social Council; 4. UN Trusteeship Council; 5………….; 6. International Court of Justice:
3. ……. usually begins with Dear and ends with a colon. If you know the name of the person you are writing to, the last name is preceded by a title (e.g, Mr; Mrs; Ms)
4. A ……….. letter is usually a letter from one company to another; or between such organizations and their customers, clients and other external parties.
5. In the United National officials communications may take the form of ……… or ………… letters, notes verbalize or memoranda.
6. More and more companies are organizing themselves along …….. ……… where companies have separate divisions according to the product that is being worked on.
7. ………. was drafted at a conference between April-June 1945 in San-Francisco, and was signed on 26 June 1945 at the conclusion of the conference.
8. ……….. should be appear in the upper right-hand part of the page on the same horizontal line as the reference number, ending at least 15 spaces from the right-hand.
9. The most recognizable set up is called the ……….. .………. where a fairly traditional chain of command is put in place.
10. The salutation of an …………… …………… should begin with the same margin as the text and be followed by a comma.

 letter of complaint formal letters full address

a letter of guarantee polite lines notes verbales

 the body of the letter inside address covering letter.

1. …………………... gives details or background information related to the purpose of the letter.
2. The ………….. ……………. is the address of the person or company to whom you are sending your letter.
3. When you are writing a ……………….. the final paragraph should tell the reader what you want them to do.
4. In the first paragraph you should write a few ………………….. to express your admiration of the person you are writing to.
5. The …………………… should be given on the envelope, but details such as street address and room number may be omitted on the letter itself.
6. ………………. are those employing diplomatic style and phraseology.
7. ……………… should be sent promptly and written with sincerity and restraint.
8. ………………. certifies the high class of goods or materials used, reliability of machines and equipment.
9. ……………….. may be addressed to a permanent representative or permanent mission or minister of foreign affairs.
10. ………………… is sent out with contracts, specifications, catalogues, samples of goods.

2-Variant

1. Before you seal and send your letter, make sure to  --   it.

 a) indent b) justify c) proofread

2. You will be notified as soon as your registered letter reaches the  --   and is signed for.

 a) sender b) recipient c) enclosure

3. Memos are usually used for  -- communications. a) internal b) Internet c) public

4. Set off the list of "Do's and Don'ts" by using  --

a) postage b) indent c) bullet points.

 5. The envelope indicated that there was  --   but in fact there was only the letter inside.

a) a logo b) a margin c) an enclosure

6. The  --   of the first paragraph was optimistic, so I wasn't expecting the bad news in the middle. a) tone b) body c) format

7. I decided not to interview her because the  --  in her cover letter was very poor.

a) tone b) heading c) grammar

 8. The  --  about the meeting was posted on the bulletin board for everyone to read.

a) memo b) email c) receipt

 9. Our address and phone number are printed on our  --   and envelope.

a) emails b) memos c) letterhead

10. In block format, you do not need to  --   each paragraph.

a) indent b) proofread c) punctuate