

Answer Key (Emailing English)

Unit 1: Making Inquiries

1. Reading

To make an inquiry

2. Comprehension

1. sales; 2. pens (item#25698); 3. a price list and a sample

4. Practice

1. We are interested in your company's products.
2. Our company would like to know more about your services.
3. I visited your company's booth at the trade show yesterday.
4. What's the bulk price for 10,000 pieces.
5. How many sizes are there to choose from?

6. Practice

1. Could you please send us a copy of your catalog?
2. Would you send me some brochures of your tours?
3. I would appreciate it if you could send me your latest price list.
4. Could you provide more information about your courses.
5. Could you please send me some samples of your products?

Unit 4: Arranging a Meeting

1. Reading

To discuss something

2. Comprehension

1. Monday at 10 a.m.; 2. Yes, he can.; 3. She has another meeting on Monday morning.

4. Practice

1. Could we meet on September 19 to discuss the budget? Would 2 p.m. in Room 411 suit everyone?
2. I wonder if we could meet sometime next week to plan a new workshop. Would Friday morning at 10 in the conference room be convenient for you?
3. Would it be possible to meet later today to talk about the new product? Are you available at 4 p.m. in my office?

6. Practice

1. Sorry. I'll be on my annual leave during that time.
2. Sure. I'm available at 4 p.m.
3. I'm afraid I can't make it next Tuesday at noon.
4. Yes. Tomorrow morning would be great.
5. Sorry. I already have a prior commitment at that time.

8. Practice

houses, watches, cities, children, radios
wives, tomatoes, deer, donkeys, feet

Unit 3: Inviting

1. Reading

To make an invitation

2. Comprehension

1. a trade fair; 2. Aug. 18; 3. reply to the email

4. Practice

1. pleasure, us, monthly
2. behalf, like
3. pleased, invite

6. Practice

1. Please let me know whether you will be joining the party.
2. Please give us your reply at your earliest convenience.
3. Please kindly respond to us ASAP to ensure a place.
4. Please RSVP by March 11 to confirm your presence.
5. Please confirm your attendance by Friday.

8. Practice

1. me; 2. them; 3. She, us; 4. us, they; 5. I, him

Unit 2: Placing Orders

1. Reading

To place an order

2. Comprehension

1. 500; 2. 15th of this month; 3. 15% off

4. Practice

1. We would like to order 15 toy sheep. Could you deliver the order by the end of September?
2. We would like to order 30 stereos (model no. QZ198). Please ensure delivery before Jan. 21.
3. We would like to place an order for 10,000 rubber mice. Please deliver via sea freight by May 5.

6. Practice

place, deliver, ensure, unchanged, discount, advance, check

8. Practice

1. ... at 13:30
2. ... in June.
3. ... booked in the afternoon.
4. ... work on New Year's Eve.
5. full ~~on~~ next Friday.
6. available on Tuesday.