



## BULATS Writing Part One Error Correction

*Read the answer to this task below. How well have they answered the question?*

Your company is going to hold a conference at the end of the year and it is your job to find out more about conference centres. Write **an email** to one venue:

- Tell them how you heard about the conference centre
- Check availability on the days you require.
- Tell them how many rooms you need and people you expect

You should write **50 - 60 words** in the space provided.

Dear Madam,

I saw your conference centre advertised at Best Conference and Trade Fair Monthly and would like to ask for some more details before I will decide whether to book it for the month after next month.

At first, do you have two rooms available from 25th to 27th inclusive? We are expecting at least 200 attendee, so both rooms will need to be quite large.

I look forward to the reply.

Sincerely yours:

Mr Alex Case  
Head of Trainings  
BBBBBBCC Ltd Company

Work with someone else to edit the email on the last page. There is one mistake in **every line**.

Now do the same with the email below.

Dear Sirs/ Madams,

I am writing to you. Because we are considering having a stand at the National Beer Fair in London in this May.

Could you give us an estimate of how much does a booth of fifty five square metres would cost? We also like to know when we need to make a final reservation by, and also when we would need to make fully or partial payment.

Thanks in advance for you're assistance.

Your,

Donaldson

66 words

*Here is the task for the answer above. How well do they answer the question? Is there anything else you would change about their answer?*

Your company is thinking of having a booth at a trade fair. Write to the organizers of the trade fair, asking about:

- Cost
- Payment terms
- Deadline for booking

Write approximately 60 words in the space below.



## Corrected versions

Dear Sir/ Madam,

I saw your conference centre advertised in Best Conference and Trade Fair Monthly and would like to ask for some more details before I decide whether to book it for the month after next.

First of all, do you have two rooms available from 25th to 27th inclusive? We are expecting at least 200 attendees, so both rooms will need to be quite large.

I look forward to your reply.

Sincerely yours

Alex Case  
Head of Training  
BBBBBBCC Ltd

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Dear Sirs,

I am writing to you because we are considering having a stand at the National Beer Fair in London in May.

Could you give us an estimate of how much a booth of fifty five square metres would cost? We would also like to know when we need to make a final reservation by, and also when we would need to make full or partial payment.

Thanks in advance for your assistance.

Yours,

Phil Donaldson