

BULATS Writing Part One Paragraphing and punctuation

Look at the exam task below and decide on the level of formality needed.

Your company is thinking of having a stand at a trade fair, and you received an email from your direct boss asking you to research some possibilities.

Write a **reply** to your boss, telling him you've got the required information from the organisers of the trade fair and passing that info on to him, including:

- Cost
- Payment terms
- Deadline for reserving a stand

Write **50 to 60 words** in the space below.

Plan the topics of the two main paragraphs, and then write the opening and closing lines.

Compare your answer with the example under the folded line below, then decide where the paragraphs and lines should be divided.

Hi Bob Just a quick note to tell you that I've been in contact with the fair people and let you know what they said. The stands are anywhere between \$1200 and \$7000, depending on size and location. We need to put down 40% of that amount six weeks before the date of the event, meaning the week after next. As for bookings, we can reserve a space at any time but they predict it will be booked out in the next 2-3 weeks max. Hope that helps. Best wishes Alex

61 words

Add capital letters, punctuation and paragraph dividers to the model answer below.

to all sales staff i'm very pleased to be able to announce that construction of the NBF booth is already underway and it should be completed in the next fortnight we now need to think about what will go in it can you all let me know what equipment if any you will need on the day of the fair also i suggest preparing the posters for the walls of the booth asap please let me know if you have any questions about any of those things many thanks AC

69 words

What does the task say, do you think?

Compare your ideas with the task below.



You have arranged for a company to build a booth for a trade fair that your company will attend this year. Write **a memo** to the sales reps in your company:

- Telling them construction has already started
- Asking what equipment is needed in it
- Suggesting they work on decoration for the walls

Write **around 60 words** in the space given below.

Suggested Answers

Hi Bob

Just a quick note to tell you that I've been in contact with the fair people and let you know what they said.

The stands are anywhere between \$1200 and \$7000, depending on size and location. We need to put down 40% of that amount six weeks before the date of the event, meaning the week after next.

As for bookings, we can reserve a space at any time but they predict it will be booked out in the next 2-3 weeks max.

Hope that helps.

Best wishes

Alex

61 words

To: All sales staff

I'm very pleased to be able to announce that construction of the NBF booth is already underway and it should be completed in the next fortnight.

We now need to think about what will go in it. Can you all let me know what equipment, if any, you will need on the day of the fair? Also, I suggest preparing the posters for the walls of the booth a.s.a.p.

Please let me know if you have any questions about any of those things.

Many thanks

AC

69 words