- التمرين رقم: 01

Exercise 01: Complete the table

Verbs in the present simple.

Affirmative	Interrogative	Negative.
buy	Do you stock?	don't need.
Makes.	are they?	don't Smudge!
Know	Do you need?	

Exercise 02: Complete the table.

Verbs Expressing the future.

Be going to	Present C	future Simple
I'm going to buy it	I'm expecting	I'll only take
She is going to put it	We are selling	I'll bear

WWW.DZPEN.COM | قلم الجزائر

Scanned by CamScanner

Exercise 03: Fill in these forms from the text.

Company name: ISIS office Supplies

Product	Offer price	Characteristics.
1- Ring binders	93	1- They are strong 2- Good range of colors
2- Desks	£220	1- larger than average 2- most popular
3- Photocopying Paper	60p per hundred	1- Cheap 2- Good reproduction

Company name: Acro Office Supplies

Product	Offer price	Characteristics
1- Printer Ribbons	£2,65	1- Attractive price 2- They don't smudge
2- Cabinets	£115	1- better than Average 2- Quality.
3- Disks	£12 for ten.	1- More storage capacity 2- They don't Corrupt.

WWW.DZPEN.COM | قلم الجزائر

Scanned by CamScanner

التمرين رقم 03

Exercise 5: (Checking/ Correction information)

A secretary is taking dictation from her boss. They are checking and correcting. Information. Read the conversation, then complete the letter below.

Boss: Take this letter, please Maria. It's to Mr D.P Broadham…..
M : Can you spell that, please?
B : B.-R-O-A-D-H-106 Field Rise. Manchester. You can check. The postcode your self after. Just hang on a minute. That's not quite right. That should be 116 field Rise Ok? « Dear David». No.

Change that to « Dear Mr Broadham. Thank you for your letter of 13 the may…….

M: Is it on 30 th May?
B: Excuse me. That's not quite right. It should be 13 th may
M: Sorry
B: I'm sorry it has taken me so long to reply. But I averseas have been.

New paragraph I confirm that 2,260 units will be available. on 3rd July
M: Can you repeat that please?
B: Yes, 2,260 units will be available for delivery on 3 rd july.
M: Did you the 3 rd?
B: That's right. «The total invoice will be for £21,400……». after delivery
M: Sorry. I didn't quite catch that
B: The total invoice. Will be for £ 21,400 and we agree to accept payment after delivery. Finich it' yours sincerely and S.M. Cork. Sales manager.

WWW.DZPEN.COM | قلم الجزائر
Scanned by CamScanner

Statement of what makes a good personal Assistant / Secretary	Necessary	Not necessary	Prohibited
1- Have a good filing system	✓		
2- Create a bad impression to visitors			✓
3- Have a bad phone manner			✓
4- Distribute work fairly to other typist.		✓	
5- Have a bed filing system			✓
6- Be able to speak different languages	✓		
7- Be good at receiving visitors	✓		
8- Have a good phone manner	✓		
9- Distribute work unfairly to other typists		✓	
10- Live near the office		✓	

Exercise 4: (Correcting information)

The following statements are wrong. Correct them starting with the words given and using the correct information in brackets:

1- The first letter is to Mr Dwight: D- W-I-G-H-T. (D-W-I-T-E).
That's..letter.is..Wong.....His name..is....Mr.Dwite.

2- The total profits for this year are £ 29.468. £ 28.313
I'm afraid..I.did.a.mistake..The total profits..is...£ 28,313

3- To get to the restaurant, go straight across the lights and turn second right (third right).
Excuse.me.This.is..Not...Second.....right.
tiget

WWW.DZPEN.COM | قلم الجزائر

Scanned by CamScanner

Mr D.P Broadham

116 Field Rise

Dear. Mr. Broadham.....
...I confirm that 2,260 units will be available on 3rd July. The total invoice will be for £2,100 and we accept payment after delivery.

S.M Cork

Sales Manager.

Exercise 6 :

An important visitor has come to your office for an appointment with your boss He explains that:

1- He doesn't have a hotel reservation
2- His luggage is still at the airport
3- He needs to change some money at the bank
4- He needs to confirm his return flight for tomorrow evening at 17.00

Make appropriate offers

Hello Sir ! I would like to tell you some offers Perhaps you need a help First, there is a good hotel Here and near to the office, in addition We have a service of transporting baggage from the airport, in front of the hotel there is a bank to change money if you need There is a contact between hotel and agency of travel in order to confirm you return flight -

WWW.DZPEN.COM | قلم الجزائر

Scanned by CamScanner