

MINTAMEGOLDÁSOK AZ ÍRÁSFELADATOKHOZ:**Writing 1 - (Memo)****MEMO**

To: Mr Peter Hill

From: Karolina/Károly Kovács

Date: 17 February 2017

- 1) Martin Shaw, PR Manager from LMO telephoned at 4.00 pm.

- 2) He has cancelled the meeting tomorrow because of an unexpected and important business trip.

- 3) He may be able to visit us next week, he is going to send us an e-mail within a day or two.

- 4) No need to return the call.

Writing 2 - (E-mail)

Dear Mr Reese

I am writing on behalf of the Managing Director of the company, Mr Michael Smith. Our company is planning to participate in an international fair displaying children's furniture. The fair will be held in May 2017 in Dortmund, Germany.

We'd like your department to prepare the catalogues and the price lists of our firm for the fair.

Could you please choose the staff who will represent our company at the fair in Dortmund?

Could you also reserve a stand for us at the fair?

And finally, could you please design our stand?

Kind regards

Barbara Csíky
Assistant to the Managing Director