

# Emailing

---

## Email Exercise

Choose the correct word.

From:	Ruby Tuesday
To:	Janet Robinson
Subject:	Your telephone enquiry
Attachment:	Price_List_2018.pdf

Dear Mrs Robinson

1 ..... you for your 2 ..... about our products. We have the following goods in 3 .....

10,000 units (500 sheets) of A4 white paper  
10,500 units (50 in each) of envelopes  
3,000 standard pencils

I am happy to offer you a discount of 10% on the unit prices in our attached price list. The 4 ..... mentioned goods can be delivered within three days. Please let me know if you need 5 ..... or any further 6 .....

I am looking forward to 7 ..... from you.

Best regards

Ruby Tuesday  
Sales

**Office Products**

1. **Thank / thank**
2. **enquiry / comment**
3. **stock / steak**
4. **above / below**
5. **a sample / an example**
6. **information / informations**
7. **hear / hearing**