

LESSON 58

Letter 29

PAPER: Suitable.

TARGET TIME: 15 minutes.

Take a carbon copy and address a sheet of A6 paper as an envelope.

Ref. JC/RB

To-day's date

The Suprex Manufacturing Co. Ltd., 23 City Road, Maidenhead.
MA6 8LQ

Dear Sirs, Following tests on the samples of goods you sent to us for evaluation, we are prepared to place a trial order with you for the following goods:

10	Cases of Ready-Fix Plugs	£15.00
25	Gallons Ready-Strip Paint Remover	£100.00
120	Ready-Paint Brush Sets	£240.60

The goods will be expected by the first of next month and we would remind you that you offered us a special discount of 25% on the first order placed.

Yours faithfully, J. Chattin Chief Buyer

Tabulation 19

SCHOOL CHESS TEAM

PAPER: A5.

TARGET TIME: 15 minutes.

Type the heading in spaced capitals (Lesson 40). Arrange the names in alphabetical order.

Fourth Year Boys	Fourth Year Girls
S. James	S. Thomas
M. Smith	J. Onions
S. Dyke	G. Olly
G. Hall	S. Kaur
F. Bear	C. Gillman
K. Wright	L. Denning
P. Beddow	P. Bowden
R. Barker	J. Sutton
P. Rice	P. Taylor

Letter 30

PAPER: Suitable.

TODAY'S DATE

TARGET TIME: 13 minutes.

Address a sheet of A6 paper as an envelope.

Ref. HD/RC Robert Cottrell, Esq., 18 Coombe House, Arboynne Aberdeenshire AB52 9LW
Dear Sir, Following our telephone conversation this morning, I am enclosing a reel of Jess Noise Tape for evaluation. (Paragraph)
Unfortunately I find we are, at the moment, out of stock of the particular reel about which we spoke, and the tape I am sending is in fact slightly longer than the one I advised. However, the spool size is identical in both cases, so that you will still be able to assess its usefulness for your particular application. (Paragraph) I assure you of our attention and service. Yours faithfully,
TAPE TECHNICAL SERVICES H. Duckhouse Sales Manager Etc.