

ZAPROSZENIA I PODZIĘKOWANIA

- spotkania biznesowe i nie tylko -

32. Przeczytaj poniższe zaproszenia. Uzupełnij każdą lukę odpowiednim zdaniem.

A. I could present our product range to you

D. requirements you may have

B. The meeting will last about half an hour

E. arrange another appointment

C. will be attending the event

F. which is due to be held on

Dear Mr Cox

I am writing to invite you to take part in a forthcoming seminar, _____ 8 April in the Bristol Hotel, Warsaw. The seminar is entitled Customer Relationship Management and it will gather outstanding speakers and experts in the management of customer relations.

Further information about the event, together with details about how to get to the venue, are enclosed. It would be appreciated if you could reply by 1 April. Please advise us of any dietary _____ I hope you are able to accept this invitation and I look forward to hearing from you.

Yours sincerely

Patrycja Kowal

Dear Mrs Williams

Thank you for your application for the position of Marketing Manager. I would like to invite you to attend a job interview on 16 October, at 10 am at our office in 36 Oxford Street, room 43 on the fourth floor.

You can expect to have an interview with the HR manager, Andy Smith. _____ If the date of the interview is inconvenient, please do not hesitate to email me in order to _____

Yours sincerely

Dorothy Fields

Dear Mr Potter

I see from the website of the Hamburg trade show that your company _____ I work for VaseGo, a Polish company that manufactures ceramics.

I would like to invite you to our stand (no 28, next to the entrance) where _____ I would be grateful if you could let me know in advance.

I look forward to meeting you.

Bartosz Janik