

Lesson 4.

**TRAINING,
TRAINING,
TRAINING...**

Retired.

I was tired yesterday
& I'm tired again today.



Variant 1.

1. Everybody dislike unhappy teacher.
2. His ex-wife misunderstood him.
3. People were more active in prehistoric times.

Variant 2.

1. You always overpay in this shop. It is hopeless.
2. Please, shorten me dress in one day, in order not to redo.
3. His unofficial collection is illegal.

1: Making a Request

Dear Sir,

Having seen your advertisement at “Vending group” site, we are interested in your products. Now we would like to order photocopier with estimate monthly use of 10 thousand copies.

Could you please send me your current catalog and price list of May, 2015? We are planning to order 2 units and test them at our main office.

Yours faithfully,

1: Response to the Letter of Inquiry

Dear Sir,

Thank you for contacting us.

The information you requested is contained in the enclosed booklet “Photocopiers – Spring, 2015”.

We are pleased to have this chance to help you.

Our manager would be happy to visit your office for consultation.

Should you need any further information, please do not hesitate to contact me.

Yours faithfully,

2: Ordering

This is with reference to our meeting on ___ when we visited your factory in connection with purchase of socks for our school children.

We are pleased to place an order for 1000 pairs of white summer socks item number ___ and size ___. We would appreciate if the order is delivered at the address given below latest by May 15, 2015, so that we can start selling it to the children before the onset of summers.

The terms and conditions of the purchase order are as follows:

1. Order for 1000 pairs of white summer socks with product item # ___ and size ___.
2. Delivery will be made at the address mentioned above.
3. The order should be delivered latest by May 15, 2015.

2: Ordering

4. 100% payment will be made on delivery.
5. If the order is not delivered by the due date, please consider it as cancelled.
6. The price per pair, as mutually agreed, is 35 RUB, including all taxes.

We hope to have a long business relationship with you.

If you require any further information, feel free to contact me.

Best regards,

How to speak English fluently

- <http://www.youtube.com/watch?v=qs5vBuvsYU4>
- <http://www.youtube.com/watch?feature=endscreen&v=97xNdD8Fu1g&NR=1>
- ...

Answer the questions for the 1-st video:

1. How many rules does Mr. Hoge speak about in his course?

2. What is the first rule?

3. Which word does Mr.Hoge say as an example?

4. How does he describe the “ phrase”?

5. What does John hate?

6. What is the power of phrases?

7. What is the bonus of the first rule?
