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0521609763 - Company to Company: A Task-based Approach to Business Emails, Letters and Faxes, Fourth Edition

Andrew Littlejohn

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Company to Company

A task-based approach to business
emails, letters and faxes

Fourth Edition

Teacher's Book

Andrew Littlejohn



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*To Lita, without whom I doubt this book or my writing career would ever have happened; Daniel, aged 1½, who almost made the writing of the first edition of this book impossible; Fiona, whose imminent arrival kept me working; and David, who arrived just in time for the second edition. Since then, there's been the third and now the fourth edition, and Daniel is now 20, Fiona is now 18 and David is now 12. As they've grown, so has **Company to Company**.*

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Note on the Fourth Edition

For the fourth edition of *Company to Company*, both the Student's Book and the Teacher's Book have been completely reset with improvements in the design. Many additions have also been made to the text. The course includes new guidance on writing emails, British and American English usage, style, levels of formality and politeness, customer-service language, inviting and responding to invitations, use of paragraphs and other language points. Two new sections have been added to further develop the students' ability to edit their own work. All of the innovations introduced in previous editions are still there, of course, including the self-test tasks at the start of each unit, the guided work in the *Study sections* and the fluency-focused *Activity sections*, and *The writing process* sections.

We welcome your comments on using *Company to Company*. Please write to Andrew Littlejohn, c/o ELT, Cambridge University Press, The Edinburgh Building, Shaftesbury Road, Cambridge CB2 2RU, England. Fax: +44 1223 325984, email eltmail@cambridge.org.

You are also welcome to visit the website which Andrew Littlejohn maintains. Articles, papers and an A–Z of ELT methodology are available at the following website: www.AndrewLittlejohn.net

Contents

| | | |
|--------------------|--|----|
| | Acknowledgements and Note on the Fourth Edition | 3 |
| | Introduction | 6 |
| | General guidance | 8 |
| | The Study sections | 8 |
| | The Activity sections | 8 |
| | The writing process sections | 12 |
| | Tests | 12 |
| | Correcting written work | 13 |
| | General notes on business correspondence | 13 |
| | To the new or inexperienced teacher | 15 |
| UNIT 1 | 1A Study section: emails, opening and closing an email, subject headings, | |
| Making | asking for and sending information, email style, being polite | 16 |
| enquiries | 1B Activity section: Misplaced orders | 21 |
| | Slembrouck BVBA have delivered the wrong goods to The Court | |
| | Hotel and ABC (Drinks Machines) Ltd. What should they do? | |
| | 1C The writing process: Getting help | 28 |
| UNIT 2 | 2A Study section: attachments, parts of a message, beginning and ending, | |
| Business | email conventions | 29 |
| prospects | 2B Activity section: A business trip | 33 |
| | Nagakura try to arrange meetings with the office of Leefung Plastics in | |
| | Hong Kong and Singapore. However, other events cause difficulties. | |
| | 2C The writing process: Steps in writing a message | 40 |
| UNIT 3 | 3A Study section: referring, giving good/bad news, saying what you | |
| Contacting | can/cannot do, giving reasons, British and American English, paragraphs | 41 |
| customers | 3B Activity section: Holiday time | 46 |
| | Western Travel want to book a holiday for a group of tourists, but there | |
| | are problems with the tour organisers, Sun Express and Golden Holidays. | |
| | 3C The writing process: Writing a plan | 54 |
| UNIT 4 | 4A Study section: letter layout, the date, making mild complaints, making | |
| When things | a point, warning, making strong complaints | 55 |
| go wrong | 4B Activity section: Who's responsible? | 59 |
| | The heating system at Perfecta Ltd explodes. Who is responsible: | |
| | Aqua Warm BV or Bauer AG? | |
| | 4C The writing process: Read before you write | 66 |
| | Test on Units 1–4 | 67 |

| | | | |
|---------------------|--------|---|-----|
| Getting things done | UNIT 5 | 5A Study section: requesting action, apologising, faxes | 71 |
| | | 5B Activity section: From quote to sale | 75 |
| | | Tavridis Ltd urgently need a large quantity of cable, but the suppliers, Midtec Cables Ltd and Hanston Electrics, have problems in delivering. | |
| | | 5C The writing process: Drafting | 84 |
| Maintaining contact | UNIT 6 | 6A Study section: personal business letters and emails, opening/closing, inviting, accepting and declining | 85 |
| | | 6B Activity section: Repair or replace? | 88 |
| | | Jarritos SA use some rather old equipment in their factory. Should they ask Wesco Engineering to repair it or ask Alpha Food Machines to replace it? | |
| | | 6C The writing process: Checking your work (1) | 96 |
| Customer service | UNIT 7 | 7A Study section: informal business letters, informal writing style, replying to complaints, advising customers | 97 |
| | | 7B Activity section: A credit check | 101 |
| | | Wainman Ltd have serious cashflow problems and want to buy paper on credit from Northern Paperworks. However, a reference from Lumino Inks Ltd makes the situation complicated. | |
| | | 7C The writing process: Checking your work (2) | 108 |
| Product promotion | UNIT 8 | 8A Study section: arranging and confirming meetings, placing orders, circulars, revision and consolidation | 109 |
| | | 8B Activity section: A trade fair | 113 |
| | | Massari Tractors in Italy want Agricultural Supplies Ltd in India to increase sales, but who is going to pay for promotion at the India Trade Fair? | |
| | | 8C The writing process: Checking your work (3) | 120 |
| | | Test on Units 5–8 | 121 |
| | | Index of student role cards for the activities | 124 |
| | | Email and fax headers | 125 |
| | | Letterheads | 127 |