

BULATS Writing Part One paragraphing and punctuation

Look at the exam task below and decide on the level of formality needed.

Your company is thinking of having a stand at a trade fair, and you received an email from your direct boss asking you to research some possibilities.

Write a **reply** to your boss, telling him you've got the required information from the organisers of the trade fair and passing that info on to him, including:

- Cost
- Payment terms
- Deadline for reserving a stand

Write **50 to 60 words** in the space below.

Plan the topics of the two main paragraphs, and then write the opening and closing lines.

Compare your answer with the example under the folded line below, then decide where the paragraphs and lines should be divided.

-----fold-----

Hi Bob Just a quick note to let you know what the fair people said. The stands are \$1200 - \$7000, depending on size. We need to put down 40% of that six weeks before. As for bookings, we can reserve a space any time. However, it'll probably be booked out in the next 2-3 weeks. Hope that helps. Best Alex

60 words

Add capital letters, punctuation and paragraph dividers to the model answer below.

to sales staff i'm very pleased to announce that construction of the NBF booth should be completed in a fortnight we now need to decide what will go in it can you let me know what equipment you'll need also i suggest preparing the posters asap please let me know if you have questions about those things thanks AC

59 words

What does the task say, do you think?

Compare your ideas with the task below.

Suggested answers

You have arranged for a company to build a booth for a trade fair that your company will attend this year. Write **a memo** to the sales reps in your company:

- Telling them construction has already started
- Asking what equipment is needed in it
- Suggesting they work on decoration for the walls

Write **around 60 words** in the space given below.

Hi Bob

Just a quick note to let you know what the fair people said.

The stands are \$1200 -\$7000, depending on size. We need to put down 40% of that six weeks before.

As for bookings, we can reserve a space any time. However, it'll probably be booked out in the next 2-3 weeks.

Hope that helps.

Best

Alex

60 words

To: sales staff

I'm very pleased to announce that construction of the NBF booth should be completed in a fortnight.

We now need to decide what will go in it. Can you let me know what equipment you'll need?

Also, I suggest preparing the posters asap.

Please let me know if you have questions about those things.

Thanks

AC

59 words