

NAME:	
DATE:	
TOPIC:	sentence correction - answers
LEVEL:	C1

Prepositions

- 1) You must pay FOR the goods as soon as you receive them.
- 2) We will pay the money directly TO/INTO your account.
- 3) We prefer payment BY letter of credit.
- 4) We will deliver the goods within 4 days OF receiving your order.
- 5) When can you deliver the goods TO the customer?
- 6) Thank you for your letter regarding / WITH REGARD TO a sole agency agreement.
- 7) Thank you for your reply TO our letter.

Verbs

- 1) We are pleased (THAT) you ARE interested in BECOMING an agent for our products.
- 2) We look forward to HEARING from you.
- 3) We will deliver TO you from stock.
- 4) Delivery will take ten days after WE HAVE RECEIVED YOUR order.
- 5) Our initial contract LASTS (FOR) one year.

Punctuation

- 1) If you place an order for more than \$10,000, you will be mentioned in our brochure.
- 2) We cannot agree with you that the contract should only be for one year.

Word Order

- 1) Please sign the contract and send it back to us AS SOON AS POSSIBLE.
- 2) If there are any problems, please let us know AS SOON AS POSSIBLE.
- 3) Delivery NORMALLY takes one week.
- 4) We would expect YOU to hold stocks.
- 5) An initial contract ALWAYS runs for five years.
- 6) We are NORMALLY paid DIRECTLY by the customer.

Other

- 1) I am sure there will not be MANY problems.
- 2) We are pleased to note that you are interested in A sole agency agreement.
- 3) Please confirm that you can handle an agency of this kind.
- 4) Please check if EVERYTHING is to YOUR satisfaction.
- 5) We can supply you WITH LEAFLETS and BROCHURES.