

**17.1**

Correct the mistakes in these sentences.

- 1 What memories does it have?  
.....
- 2 It costs about 12 kg.  
.....
- 3 How height is it?  
.....
- 4 What is it call?  
.....
- 5 How much wide is it?  
.....
- 6 It has a 512MB built-out memory.  
.....
- 7 Can you explaining that to me again?  
.....
- 8 How length is it?  
.....

Dear Anna,

(7) U..... we are going to have to postpone our meeting next Wednesday. The (8) r..... for this is that I have to attend an important client meeting in Dublin. It is still very (9) i..... that we meet so we (10) m..... try to fix a new time for either Thursday or Friday. Can you let me know which day is best for you? I have good (11) n..... about the order so I will bring the details with me next week. Please (12) a..... my apologies for having to change the meeting date. I look forward to seeing you soon.

Regards,  
Ben Thompson

**17.2**

Write one word in each gap to complete the emails. The first letter has been given to help you.

Dear Mr Hunter,

Thank you for your email.

Please accept my (1) a..... for the faulty goods that you received last week. I can (2) a..... you that this will not happen again and that we will replace your goods immediately. The faults were (3) d..... to technical problems in our production department and I am (4) p..... to tell you that production is now back to normal. If I can be of further (5) a....., please do not (6) h..... to contact me.

Best wishes,  
Clare Jones

Test mark /20
---------------