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## 19 Inquiries and orders

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Write an inquiry about some products/services you are interested in.

Some ideas are given below, but adapt and change them as you wish.

- a) An email to a real-life company asking about products/services that you are interested in.  
*Ideas:* think about an email you might have to write in your job, perhaps look at their company website on the Internet to see their full range of products/services.
- b) An email to a supplier of office equipment (perhaps a new, high-volume photocopier), or computer equipment (perhaps new monitors for your computers).  
*Ideas:* ask for a brochure and price list; ask for a visit from a sales representative.
- c) An email to a firm of accountants asking about their auditing service.  
*Ideas:* you may want to use them next year as an alternative to your current auditors.
- d) Your own idea.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

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### FOLLOW-UP

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Exchange emails with a different partner.

Reply to the email you receive, inventing any information necessary.