

## Unit 5

Write the numbers in full.

- 1 31.10.02 \_\_\_\_\_
- 2 \$125 \_\_\_\_\_
- 3 1947 \_\_\_\_\_
- 4 4.30 pm \_\_\_\_\_
- 5 2002 \_\_\_\_\_
- 6 10:30 am \_\_\_\_\_

## Unit 6

Fill the gaps with these words.

have because ten buy meet your  
telephone sell do email

From: Bob Johnson  
To: Maggie Green  
Subject: Information

Dear Maggie.

Thank you for your \_\_\_\_\_ call. Can I \_\_\_\_\_  
some more information about \_\_\_\_\_ company? Why  
don't you \_\_\_\_\_ in magazines \_\_\_\_\_ our  
customers \_\_\_\_\_ magazines. And how \_\_\_\_\_  
you sell motors on the radio?

Yes, we can \_\_\_\_\_ on Friday, at nine not at  
\_\_\_\_\_. Send me an \_\_\_\_\_.

Robert

## Answers

### Unit 5

- 1 Thirty-first of October two thousand and two.
- 2 A hundred and twenty-five dollars.
- 3 Nineteen forty-seven.
- 4 Four thirty / Half four in the afternoon.
- 5 Two thousand and two.
- 6 Ten thirty / Half past ten in the morning

### Unit 6

Dear Maggie.

Thank you for your **telephone** call. Can I **have** some more information about **your** company? Why don't you **sell** in magazines **because** our customers **buy** magazines. And how **do** you sell motors on the radio?

Yes, we can **meet** on Friday, at nine not at **ten**. Send me an **email**.

Robert