

BEC PRELIMINARY PRACTICE TEST WRITING

PART TWO

Question 47

- Read this part of an email from Ken Bracknell, director of a training company.

To: HPC International
From: Ken Bracknell - Smart Training

When we met last week at the trade fair, you mentioned that you might be interested in our training courses for managers.

Our clients assure us that our courses are very effective and offer best value for money.

We will be happy to come and discuss your requirements at a time convenient to you.

- Write an **email** to Mr Bracknell:
 - expressing interest at meeting him at the trade fair
 - explaining what kind of training you are looking for
 - asking if you can contact previous clients
 - suggesting a date for a meeting.
- Write **60 – 80 words**.
- Do not include any postal addresses.