

Writing Quiz 2 Answers

Given name = first name. Surname = last name

Part 1. Edit the mistakes in this letter. Rewrite the paragraph with the corrections.

When is the last time you had a Coca-Cola? Did you know that John Pemberton, a pharmacist in Atlanta, Georgia invented Coca-Cola as a medicine? He named the syrup he invented for two of its ingredients: the coca leaf and kola nuts. Coca-cola soon became a popular soft drink. In 1891 Pemberton sold his invention to Asa Candler for \$2,300. Candler opened bottling plants around the U.S. In 1919, Candler sold the business for \$25,000,000!

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Part 2 Write a topic sentence (in the format we studied) for these topics.

Getting married

When getting married, you should think about three things: cost, location and honeymoon.

Buying an apartment

When buying an apartment, you should consider three things: cost, location and traffic.

Choosing a university

When choosing a university, you should consider three things: major, school fees and the dormitory.

Part 3 Write an email to the Sheraton Hotel in Seoul asking three questions. Use the 7 rules for business emails format your message. Write your email so that it looks like an email message (not a letter).

Subject: request for information.

Dear Sir/Madame,

I'll travel to Seoul with my sister on July 26 and 27. I would like to ask three questions about your hotel.

1. Do you have rooms available on July 26 and 27?
2. How much is a twin room per night?
3. What is the fastest way to the Sheraton Hotel from the airport?

Thank you for your help and information,

Rob