

## **Lesson 02: (Language review)**

**Exercise 1: Rewrite the following sentences, using appropriate capital letters and punctuation marks where necessary? (number of capital letters, number of punctuation marks)**

1. wow what a beautiful picture (1,2)
2. how do i look she asked (2,3)
3. these photos were taken during our trip to california usa (5,2)
4. eiffel tower is the most famous monument in france (3,1)
5. his friends companions relatives all deserted him (1,4)
6. thank you sir for your advice (2,3)
7. he drank three and two thirds cans of coca cola during the lunch last weekend (3,4)
8. the meeting will be on monday morning (2,1)
9. is that man the new ceo of the company (4,1)
10. sami was born on tuesday july 9 1980 at 6 am (3,4)
11. the concert tickets were expensive we went to the cinema instead (1,2)
12. she studied three subjects politics sociology and economics (1,4)
13. i want to give my mom a very special gift for mothers day tomorrow (3,2)

**Exercise 2: Rewrite the following 'business letter' using appropriate capital letters and punctuation marks where necessary? (number of capital letters, number of punctuation marks)**

dear mr lopez (25,29)

i recently received the order that you placed on november 30 2021 for new vacuums and you requested a set of attachments as well we do have the products that you want in stock unfortunately our company has sold out of the specific set of attachments that you ordered we regret that we cannot fill your order however we do have an alternative for you if you like our company would be happy to send you different vacuums model which comes with a set of attachments in its purchase price mr lopez i think that you will find these vacuums equally efficient and i believe that you will be pleased with this model the price is a little higher but is still an excellent value if this is a satisfactory substitution please send the attached postcard to my office at 3434 smith street sylmar california 91342 as soon as possible

i hope that you will continue to choose polks electronics whenever you need new appliances thank you for your patronage we hope to serve you in the future

sincerely

susan polk