

2014 DSE English

paper 3 Task 6 答案

TASK 6

Amendments to your advertisement

Dear Mr Ross,

I am writing regarding(1) the advertisement that you would like published in the next issue of Asia Life. We would be happy to publish it, but would you be able to make some changes first?(2)

The first thing we'd like(3) you to do is reduce the number of words. We advise that you don't use more than 70 words, as the advertisement should take up no more than half a page in our magazine. We would also like to suggest that you consider(4) replacing the current picture of a businessman and woman with an image of the hotel rooms themselves.

Additionally,(5) we would be grateful if you could(6) let readers know your business address and the room prices, as well as provide them with a website address or company registration number.

If you could make these changes and get the revised advert back to me by 30 April at the latest, I would be much obliged(7). Once accepted, we kindly request that you provide payment for 50% of the fees one week before the magazine goes to press(8).

Kind regards,
Marty Poon

(1) 'I am writing regarding' = I am writing about / I am writing concerning / I am writing regarding

(2) Keep the tone polite. Don't make demands. Your reader knows it is a demand, but you should make it more politely.

(3) Use 'would' to make it more polite. You need to reduce the number of words.

(4) Again, don't make demands. Make suggestions. We want you to change the picture.

(5) Use 'additionally' to connect unrelated points.

(6) Use 'would' and 'could' to create a polite tone.

(7) 'I would be very much obliged' = I would be very grateful.

(8) 'go to press' = be published.