

# Corrigé

## À éviter (vocabulaire en anglais)

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5. Exemples de réponses :

- a) Thank you for your \$45 cheque.
- b) Please return the signed contract by Friday.
- c) Because our plant is closed, your merchandise is on back order.
- d) Charles answered that he could not spare one of his technicians to work on our order.
- e) Please let me know if you do not receive the order by next week.
- f) We understand your disappointment.
- g) I have received your January 25 letter.
- h) We are not taking registrations.
- i) You mentioned in your June 2, 20xx letter that your shipment was late.
- j) I will finish the report and send you a copy on Monday.

6. Hello Crystal,

I am sending you a copy of the senior technician's report about the office computers and software. Please let me know when you have finished studying it as I want to schedule a meeting to discuss possible updates.

Gary said that there is no room in the budget for any improvements at this point in time, so any updates would have to wait until next year. Also, he thought that the director of finance would approve up to \$750 per work station. I hope to be able to confirm this amount at our meeting.

Thank you in advance for making this report a priority.

John