

1st minute = 60 syllables

Dear Sirs, On the International Kitchen Fair in Hanover

we have visited your stand in hall 24. We were favourably

impressed by the wide range of **equipment** you can

offer. As dealers in standard household equipment we are

2nd minute = 70 syllables

especially interested in your models **Bristol** and **Vancouver**.

Please send us details on these lines. Yours truly, **Smidt & Söhne, Cologne**

- Dear Sirs, Thank you very much for your letter dated 11 March

2004. We are very happy that our models Bristol and (2)

3rd minute = 80 syllables

Vancouver meet with your expectations. Please refer to the enclosed literature.

Should you have any further questions, we shall be glad to assist you.

Yours truly, **Crusoe & Sons, London** - Dear Sirs, We have carefully studied the

literature you sent with your letter of 18 March 2004.

4th minute = 90 syllables

As we think that your kitchen model Vancouver would be an **unrivalled asset** to the German market,

we would like to order 10 **units** to be offered to the local market. Should our local sales efforts be successful, we will place further orders with your company.

Yours truly, Smidt & Söhne, Cologne - Dear Sirs, In response to your inquiry of 25

5th minute = 100 syllables

March 2004, we offer our Vancouver model for an all-inclusive price of

3,500 Euro. The Vancouver model disposes among others of a **dish-washer** and

a **micro-wave**. All **electrical fittings** are in line with German standards. The kitchen units will

be sent via rail with all charges for freight, insurance and packaging to be borne by you. Yours truly,

6th minute = 110 syllables

Crusoe & Sons, London - Dear Sirs, We thank you for your offer of 1 April and order 10 units of

your kitchen model Vancouver. Payment will be effected according to our General Payment Terms:

1/3 with **placement** of order, 1/3 with **notification** that the consignment is ready for shipment,

1/3 after receipt of **consignment**. Yours truly, Smidt & Söhne, Cologne Dear Sirs, Please be informed that the 10

7th minute = 120 syllables

kitchen units model Vancouver have left our **site** this morning. They will be shipped on train via **Belgium** and should arrive

at your place on 12 April 2004. Yours truly, Crusoe & Sons, London - Dear Sirs, The Vancouver

kitchen units have safely arrived on the 12 April 2004. Our **technicians** have immediately

unpacked the crates and assembled the units in our showrooms. On Saturday, 17 April, Smidt & Söhne will

8th minute = 130 syllables

celebrate their 50th **anniversary**. On this occasion we will present the Vancouver kitchen to the public. We are

confident that the German consumer will love the design and execution of the Vancouver kitchen and will make it a big

success in our country. Should our expectations be fulfilled, we plan to **expand** our sales activities on the German

market and present your kitchen ideas in our other shops as well. Yours truly, Smidt & Söhne, Cologne **headquarters**