

1st minute = 60 syllables

Dear Sirs, Thank you very much for your inquiry

of 11 April 2007. Attached to

this letter you will find our latest **technical fact sheet**

on bicycles. The prices quoted in our price-list

2nd minute = 70 syllables

2007 are to be understood **cif Amsterdam**. Should you

order more than 100 bikes, we are ready to allow a discount subject to

negotiation. Our terms of payment are documents

against payment. Delivery can be effected after receipt

3rd minute = 80 syllables

of your order immediately. We guarantee execution of your

order to your full satisfaction. Yours faithfully, **Henny Kuiper**, Sales Manager,

**Bikes & Spikes**, Amsterdam. – Dear Mr. Kuiper, Thank you very much for your offer

of 15 April 2007. The type of bicycle shown in your

4th minute = 90 syllables

technical fact sheet is what we have been looking for for quite a long time. We are confident

that it will especially meet with the expectations of young bikers in Germany. We therefore

place an order with you. Please supply us 200 bikes of your **standard design**.

We think that there is a ready market for your product in Germany. We are looking forward

5th minute = 100 syllables

to your reply. Yours faithfully, **Rudi Altig**, Sales Director. – Dear Mr. Altig, Thank you very much

for your letter dated 20 April 2007. We are glad that you would like

to place an order with us, and are ready to allow a discount of 5 per cent. Please let us know if

this is convenient to you. We would then settle the further particulars for the

6th minute = 110 syllables

execution of your order. Yours truly, Henny Kuiper, Sales Manager, Bikes & Spikes,  
Amsterdam. – Dear Mr. Kuiper,

It was a pleasure to read about the discount you will grant us. We do really think that  
the German

market offers an enormous **potential** to justify your confidence in our business. We  
will

present your bike to the visitors of the **Interbike Fair** which will be held from 2 May  
2007

7th minute = 120 syllables

to 9 May 2007 in Cologne. It would be great if you came to our stand in hall 7

to introduce the bike to the public. Yours truly, Rudi Altig, Sales Manager. Dear Mr.  
Altig, Thank you very much

for your invitation to come to your stand in hall 7. We will gladly do so, and would like  
to inform you that our

company, too, will be on the Cologne Interbike. In hall 6 we will exhibit articles of our  
product range,

8th minute = 130 syllables

among others bicycles for professional bikers. A very famous sportsman will sign **autographs** from 9 to 11 o' clock

on 3 May. We will also organize **a raffle** with our '**Junior Bike 2000**' being the first prize. We suggest

to arrange for a personal meeting which would allow to discuss further particulars of our future cooperation.

We may assure you that once the type of bike you are interested in has been introduced on your market it will sell almost by

itself. Yours very truly, Henny Kuiper, Sales Manager.

1st minute = 100 syllables

From six members in the 1950s to 25 in 2004, the European

Union can now rightly claim to represent a continent. Stretching from the Atlantic to the **Baltic**

**sea** the European Union reunites Europe's western and eastern parts for the first time since they were split by the cold war 60 years ago. The European Union is open

2nd minute = 115 syllables

to any European country which is democratic, has a market economy and possesses the

**administrative capacity** to handle the rights and obligations of membership. This means that enlargement is an

**ongoing process**. The European Union has come a long way since the original six members,

the Netherlands, Belgium, West Germany, France, Italy and Luxembourg, joined forces to create the European

3rd minute = 130 syllables

Coal and Steel Community in 1952 and the European Economic Community in 1958. The European

Union has already welcomed **successive waves** of new members, and has also created

a single market and a single currency and has expanded its economic and social agenda to cover

foreign and security policy as well. Every enlargement adds to the wide cultural and **linguistic**

4th minute = 145 syllables

**diversity** which is a **hallmark** of the European Union. The last enlargement, from 15 to 25, was the biggest in the history of

the European Union having its roots in the **collapse** of communism, symbolised by the fall of the Berlin Wall in

1989. This offered an unexpected and **unprecedented** opportunity to extend the stability and prosperity enjoyed by all citizens of the European Union into central and eastern Europe. One of the Union's first **post-enlargement**

5th minute = 160 syllables

**priorities** is to raise the living standards of the countries which joined in 2004 to European Union levels. The countries involved are Cyprus,

the Czech Republic, Estonia, Hungary, **Latvia**, **Lithuania**, Malta, Poland, **Slovakia** and Slovenia. The economic impact

of enlargement can be significant as a bigger and more integrated market **boosts economic growth** for the new member states as well as for the

old member states. The newcomers benefit from investments made by firms based in western Europe and from access to European Union funding for

6th minute = 175 syllables

their regional and social development. Companies in the old member states have bigger markets for their products. Two years after entry, the economies of the

new member states are growing more strongly than those of the others. This is bringing more prosperity to the newcomers and **helps narrow** the gap between living

standards across the European Union. At the same time, faster growth in central European countries increases opportunities for exports and investments from the rest of

the European Union as their **purchasing power** increases. One major task for the new members will be to take responsibility for securing their eastern **frontiers** which now become

7th minute = 190 syllables

the external borders of the 25-nation Union. **Secure** external frontiers are a necessary precondition for maintaining open internal frontiers within the European

Union. The Union is providing considerable assistance, both material and in terms of technical support and advice, to bring border controls in the

new member states up to European Union standards. The experience of **previous** enlargements of the European Union has shown how well the integration process

works. But major change is often a cause for concern and the 2004 enlargement is no exception. Its **sheer size** raised questions among citizens in the old and new member states about its

8th minute = 205 syllables

impact on their lives and jobs. There were fears in the old 15 countries of the European Union about more immigration and/or an **influx** of cheap labour. People in the new member states

worried about foreign takeovers of local companies and the impact on the local economy and on local **businesses**. Most of these fears have been proved **groundless**. But concerns

about the size and the consequences of enlargement persisted among people in the old European Union countries and were a factor in the negative vote on the draft European Union

constitution in France and in the Netherlands in 2005. To meet these concerns, European Union leaders agreed at a summit in June 2006 that future enlargements

of the Union will take into account the Union's capacity to absorb new members. This will not be, however, a precondition for membership.

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membership. The entry conditions are already clearly defined. As regards the membership conditions, the Maastricht Treaty, which came into force in 1993, says in **Article 49** that any European state which respects the principles of

liberty, democracy, human rights and fundamental freedoms, and the **rule of law** may apply to join the Union. Further clarification came when the heads of government at a meeting in **Copenhagen** in 1993 laid down the basic conditions

for membership. By the time they join, new members must have stable institutions guaranteeing democracy, the rule of law, human rights and respect for and protection of minorities. Furthermore they must have a functioning market economy and the capacity

to cope with competitive pressure and market forces within the Union. They must also have the ability to take on the obligations of membership, including support for the aims of the Union. They must have a public **administration** capable

of applying and managing European Union laws in practise. As the European Union assimilates its 10 new members, the deadline for the next enlargement has arrived.