

**1st minute = 60 syllables**

Dear **Mister Square**, We thank you very much for your inquiry of 10 March 2010. Attached to this letter you will find our catalogue on garden tools. The prices quoted in the annexed price-list are to be understood

**2nd minute = 70 syllables**

**cif Birmingham.** For orders exceeding 100 sets we grant a discount of 5 per cent. Our payment terms are documents against payment. As all articles are in stock, delivery can be effected immediately after receipt of your order. You may

**3rd minute = 80 syllables**

rest assured that every order will be executed to your full satisfaction.  
Yours faithfully, Walter Scott, Sales Manager, Scott & Fisher, Birmingham.  
– Dear Mister Scott, Thank you very much for your offer of 15 March 2010. The garden tools illustrated in your catalogue will meet

**4th minute = 90 syllables**

with the requirements of our German customers. We therefore place an order with you.

Please deliver 200 sets of your **Canterbury** design. As the scope of our

order is quite substantial we think you will be able to allow a discount of

more than 5 per cent. We are looking forward to your reply. Yours truly, Leicester Square,  
Sales

**5th minute = 100 syllables**

Director. – Dear Mister Square, Thank you very much for your letter dated 22  
March 2010.

We are very glad that you would like to place a **substantial** order with us, and are ready  
to grant a discount of 7 per cent. Please let us know if this is convenient to you. We would  
then arrange for the necessary particulars to execute your order. Yours truly, Walter

**6th minute = 110 syllables**

Scott, Sales Manager, Scott & Fisher – Dear Mister Scott, Thank you very much for  
the discount you offer. We

need the garden tools for an important client in Germany by the end of June. Can you deliver  
the garden tools in

time? Yours faithfully, Leicester Square, Sales Director. – Dear Mister Square, We are able  
to supply the garden

tools as to your request. Delivery will be effected via plane to Frankfurt. The consignment will

**7th minute = 120 syllables**

arrive Frankfurt airport on 10 June on board of **Germanwings flight 207** and is due on 9 am.  
We would kindly

request you to provide for the necessary transportation facilities to carry the consignment  
from Frankfurt

airport to your premises. Yours faithfully, Walter Scott, Sales Manager, Scott & Fisher,  
Birmingham. - Dear Mister Scott,

Thank you very much for your letter of 7 May 2010. We agree to your proposition to

**8th minute = 130 syllables**

arrange for the transportation of the garden tools from Frankfurt airport to our premises in  
Darmstadt. We are sure that the

garden tools will sell well, and would then place further orders with you. Please do also send  
us your latest catalogue on your premium

quality garden chairs and garden tables "Pride" and "Prejudice". We think that our German  
clients would like to have both your premium

quality garden tools as well as your chairs and tables. In August 2010 our company will  
organize

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a meeting for our European sales agencies. We kindly invite you  
to attend this meeting. Yours faithfully, Leicester Square, Sales Director.

**1st minute = 100 syllables**

The United Nations is an international organization founded in 1945 after the Second World War by 51 countries. These Member States committed themselves to maintain international peace and security, develop friendly relations among all nations and promote social progress as well as better living standards and human rights.

**2nd minute = 115 syllables**

Due to its unique international character, and the powers laid down in its founding Charter, the

Organization can take action on a wide range of issues, and provide a forum for its 192

Member States to express their views, through the General Assembly, the Security Council, the Economic and

Social Council and other bodies and committees. The work of the United Nations reaches every corner of

**3rd minute = 130 syllables**

the globe. The system of this international organization comprises specialized agencies, funds and programmes. Although best known

for **peacekeeping**, **peacebuilding**, conflict prevention and **humanitarian** assistance, there are many other ways

the United Nations and its System affect our lives and make the world a better place. The Organization works on a broad range

of fundamental issues, such as among others **sustainable development**, environmental protection and refugees

#### **4th minute = 145 syllables**

protection, disaster relief, disarmament and **non-proliferation** of weapons, promoting democracy, human rights,

economic and social development and international health to achieve its goals and coordinate efforts for a safer world for this

and future generations. The Economic and Social Council is the principal organ to coordinate the economic, social

and related work of the United Nations and the specialized agencies and institutions. Voting in the Council is made by **simple majority**.

#### **5th minute = 160 syllables**

Each member has one vote. The International Court of Justice located at **the Hague** in the Netherlands, is the principal judicial organ of

the United Nations. It **settles** legal disputes between states and gives advisory opinions to the United Nations and its specialized agencies.

The Security Council has primary responsibility, under the Charter, for the maintenance of international peace and security.

It is so organized as to be able to function continuously, and a representative of each of its members must be present at all times at United

#### **6th minute = 175 syllables**

Nations Headquarters. - The Trusteeship Council was established in 1945 by the Charter of the United Nations to provide international

supervision for eleven **Trust Territories** placed under the administration of seven Member States, and ensure that **adequate steps** were taken to

prepare the Territories for **self-government** and independence. By 1994, all Trust Territories had attained self-government or independence.

- The Secretariat carries out the day-to-day work of the Organization. It services the other principal organs and carries out tasks as varied as the issues dealt with by

**7th minute = 190 syllables**

the United Nations: administering peacekeeping operations, **surveying** economic and social trends, preparing studies on human rights, among others. - Let us have a look

at the Federal Republic of Germany and its **liaison** with the Organization of the United Nations: The Federal Republic of Germany consists of sixteen

more or less independent democratic **federal states**. The capital of the Federal Republic of Germany is Berlin. Before the move the capital used to be in **Bonn. To**

**offset** the consequences for the Bonn region, a large number of United Nations bodies, programmes and secretariats settled in the region. In Bonn you will find for example the

**8th minute = 205 syllables**

**United Nations Volunteers programme.** This organization of the United Nations contributes to peace and development through **volunteerism** worldwide. The United Nations Volunteers programme is

active in 140 countries. It is represented worldwide through the offices of the United Nations Development Programme and reports to the United Nations Development

Programme Executive Board. Another important international organization is the World Health Organization. In Bonn you will find the Regional Office for Europe of the World

Health Organization. In the former capital of the Federal Republic of Germany there is the European **Vice-Rectorate** of the University of the United Nations.

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its founding Charter, the Organization can take action on a wide range of issues, and provide a forum for its 192 Member States

**2nd minute = 180 syllables**

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**peacekeeping, peacebuilding**, conflict prevention and humanitarian assistance, there are many other ways the United Nations and its System affect our lives

and make the world a better place. The Organization works on a broad range of fundamental issues, such as among others **sustainable development**, environmental

**3rd minute = 200 syllables**

protection and refugees protection, disaster relief, disarmament and **non-proliferation of weapons**, promoting democracy, human rights, economic and social development

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all Trust Territories had attained self-government or independence. - The Secretariat carries out the day-to-day work of the Organization. It services the other principal organs and carries out tasks as varied

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is active in 140 countries. It is represented worldwide through the offices of the United Nations Development Programme and reports to the United Nations Development Programme Executive Board. Another important

international organization is the World Health Organization. In Bonn you will find the Regional Office for Europe of the World Health Organization. In the former capital of the Federal Republic of Germany there is

the **European Vice-Rectorate** of the University of the United Nations. Of course you will find important offices and representations of international organizations not only in Bonn. The International Labour

### **7th minute = 280 syllables**

Organization for example which was founded in 1919 has got its German office in Berlin. - The International Labour Organization was founded in 1919 after the First World War to pursue a vision based on the

idea that universal, lasting peace can be established only if it is based upon decent treatment of working people. The International Labour Organization became the first specialized agency of the Organization of the United Nations in

1946. - The International Labour Organization is the only **'tripartite'** United Nations agency in that it brings together representatives of governments, employers and workers to jointly shape policies and programmes. This unique

arrangement gives this organization an edge in incorporating **'real world'** knowledge about employment and work. The International Labour Organization is the global body responsible for drawing up and overseeing international labour standards.