
Zentralkommission für
die Lehrabschlussprüfungen
der kaufmännischen
und der Büroangestellten

Englisch
Textproduktion

Lehrabschlussprüfungen 2005
für Kaufleute
Erweiterte Grundbildung

Serie 2/2

LÖSUNGEN

Task A (5 points)

Sample answer

To: Ms Taylor

From: (own name)

Date: (any correct date)

Subject: Guangzhou Trade Fair Participation

Dear Ms Taylor

Mr Bodmer, Sales Manager, has asked me to assist him at the Guangzhou Trade Fair, and my superior, Mr Remund, has no objections. Would you please give me formal permission for this assignment?

As Mr Remund requires a substitute for me from 16 to 23 September, temporary help will have to be arranged.

Thank you

(name)

Bewertungskriterien:

Vollständige Information 2 Punkte _____

Verständlichkeit, vokabularische Korrektheit 2 Punkte _____

Formelle und strukturelle Korrektheit 1 Punkt _____

Total 5 Punkte _____

Task B (10 points)

Sample answer

Dear Mr Palmer

(June 19 or later) 2005

Thank you very much for your fax of 19 June. Unfortunately, Manuel Ortega will be on holiday in August, but I would be very pleased to welcome you.

Also, I would be very happy to show you our production facilities.

As a possible time for your visit I would suggest Thursday and Friday as I feel that your visit to our company should last two days.

Please let me know the exact date of your visit and if you would like me to book hotel accommodation for you.

Yours sincerely

(name)

Bewertungskriterien:

Aufgabenerfüllung

(alle Punkte erwähnt, richtiger Anfang und Schluss)

3 Punkte

Verständlichkeit, Vokabular

3 Punkte

Struktur, Korrektheit

4 Punkte

Total

10 Punkte
