

# *Exercises*



# Exercise No1

- *Read the following request for comprehensive insurance and choose the best words from the options in brackets.*



# Humboldt Exporters Ltd

15 February 20—  
International Insurance plc  
153 Western Road  
Brighton Sussex  
BN1 4EX

Dear Sir

We are a \_\_\_\_ (grand, large, wide) export company \_\_\_\_ (who, which, what) ships consignments \_\_\_\_ (in, to, towards) Europe and North America. We \_\_\_\_ (want, would like, request) to know if you can \_\_\_\_ “” (suggest, supply, present) us with a quotation for a comprehensive policy, \_\_\_\_ (assuring, protecting, covering) our warehouse at Dock Road, Southampton.

We would like policy to \_\_\_\_ (consist, contain, include) fire, flood, theft, burglary, and the usual contingencies affecting this \_\_\_\_ (form, kind, variety) of enterprise. At any one time, there may be about £800,000 in stock on the \_\_\_\_ (premises, grounds, floors).

If you can give us a \_\_\_\_ (competing, competition, competitive) quote, we will \_\_\_\_ (think, image, consider) taking out further policies with you.

We look forward to hearing from you \_\_\_\_ (soon, presently, immediately).

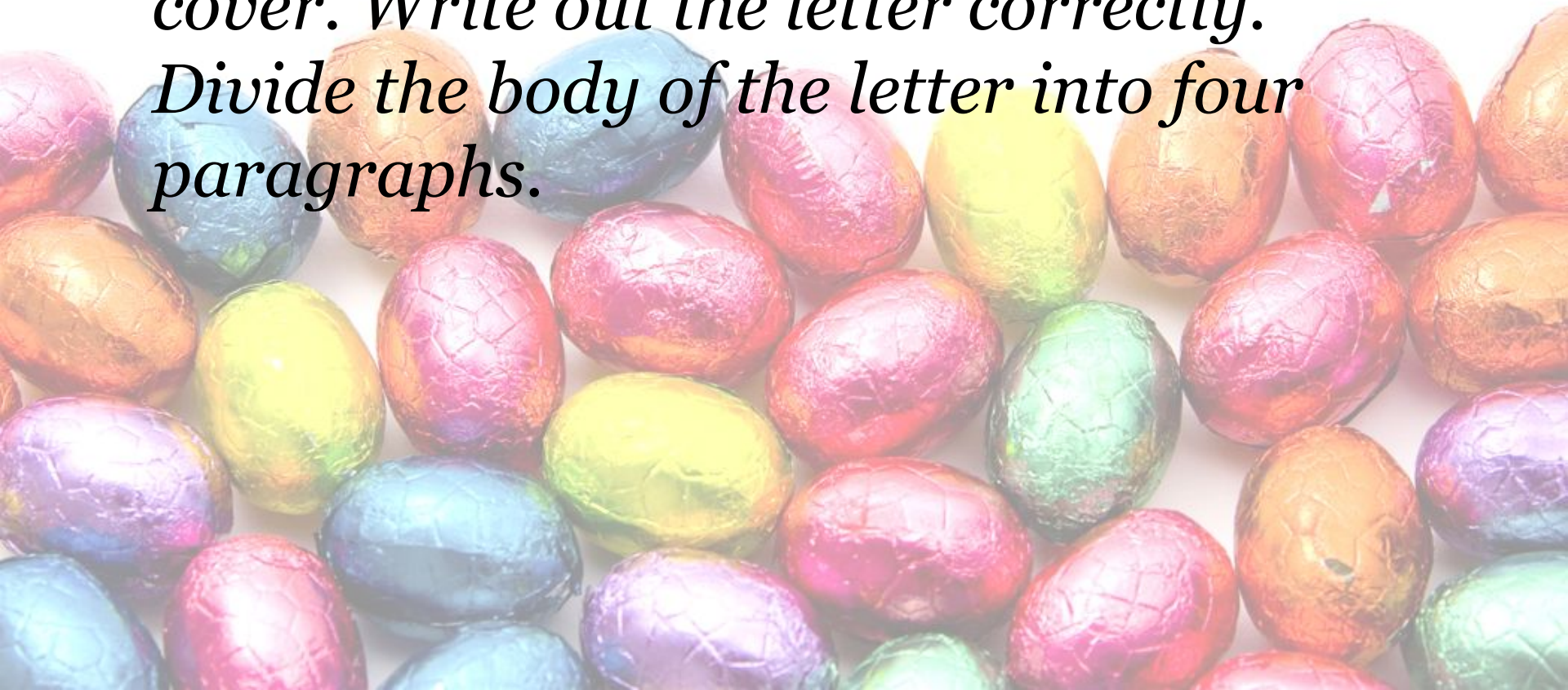
Yours faithfully

*Peter Hind*

Company Secretary

## Exercise No2

- *There are no capital, punctuation, or paragraphs in this letter requesting open cover. Write out the letter correctly. Divide the body of the letter into four paragraphs.*



UK  
engineering PLC

Brunel House  
Brunel Street  
Liverpool L2 2ER

1 may 20—  
sugden & able  
Insurance brokers  
63 grover street  
Manchester m5 61d

dear sir madam

we are a large engineering company exporting machine parts worldwide and have a contract to supply a middle eastern customer for the next two years as the parts we will be supplying are similar in nature and are going to the same destination over this period we would prefer to insure them under an open cover policy would you be willing to provide open cover for £500.000 against all risks for this period I look forward to hearing from you  
yours faithfully

*jack turner*

shipping manager

*The End*

