

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).

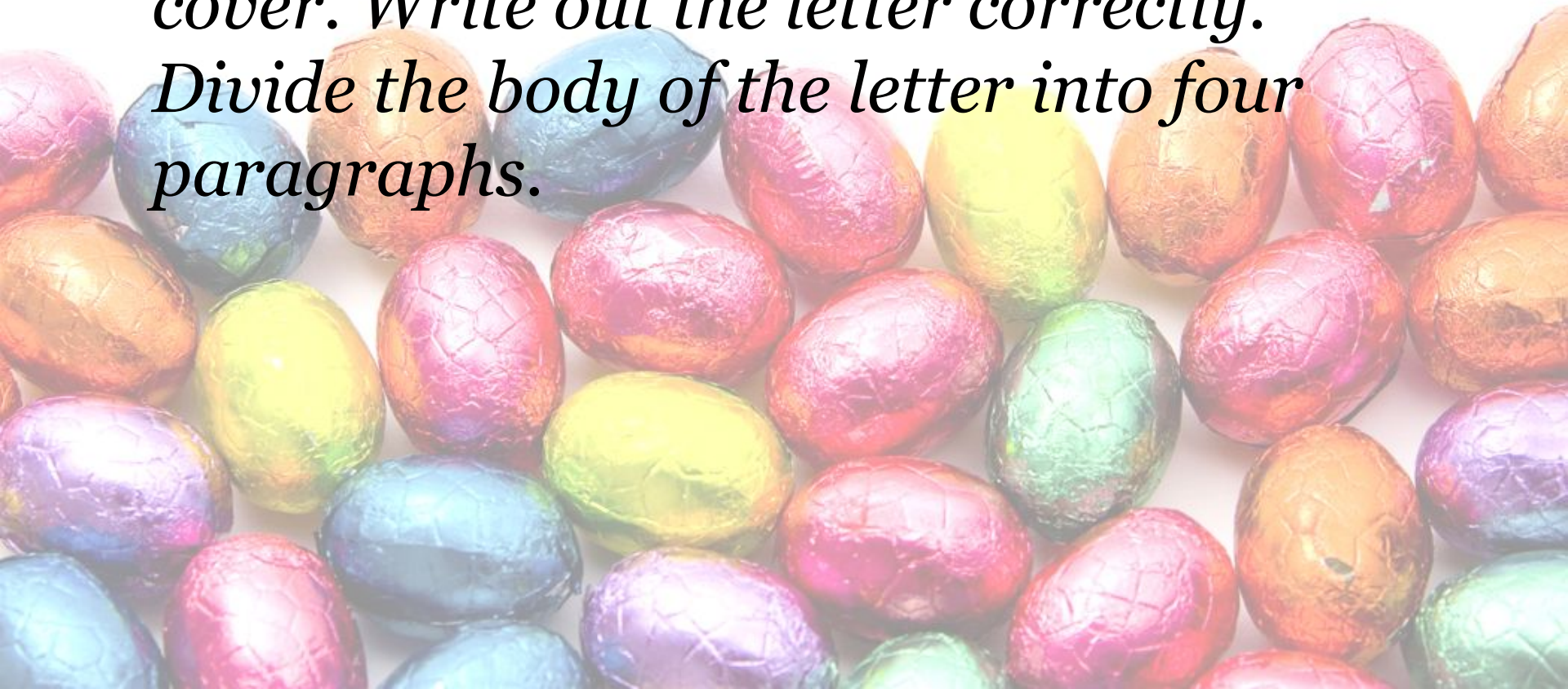
Yours faithfully

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

