

Contents

Unit 1	Letter of Congratulations.....	1
Unit 2	Résumé.....	12
Unit 3	Letter of Application.....	26
Unit 4	Registration Form.....	37
Unit 5	Letter of Complaint and Response.....	50
Unit 6	Invitation.....	63
Unit 7	E-mail.....	75
Unit 8	Note.....	87
Unit 9	Memo.....	96
Unit 10	Notice.....	106
Unit 11	Inquiry and Response.....	116
Unit 12	Offer and Counter-offer.....	130
Unit 13	Order Letter.....	145
Unit 14	Presenting Visual Information.....	157
Unit 15	Expository Writing.....	176
Unit 16	Argumentative Writing.....	191
	Reference Keys.....	205