

# Cambridge English

## Business Preliminary

### PART TWO

#### Question 1

- Read part of a letter from Isobel Nursten, who runs an organisation called Business Links.

Our organisation, Business Links, supports local businesses. We are holding a series of evening meetings on the first Tuesday of each month about how to succeed in business.

We would like to invite you to speak at one of the meetings. For our publicity material, could you please send me a short description of your role in the company you work for, and the reasons why your company has grown so rapidly.

- Write a **letter** to Isobel Nursten:
  - thanking her for the invitation
  - saying which month would be convenient for you
  - describing your role in the company you work for
  - explaining why your company has been successful.
- Write 60 – 80 words.
- ~~Write on your Answer Sheet. Do not include any postal addresses.~~

*Dear Ms Nursten*