

# Writing file 6

## Writing a letter to thank a host

**1** Do you often write letters or emails to thank people (e.g. to clients, after a business trip, etc.)? Do you ever have to write them in English?

**2** Read the letter and answer questions 1–5.

- 1 Where did Amy O’Keefe visit?
- 2 Was she the only visitor?
- 3 How long was the visit?
- 4 Who was the host?
- 5 Was the visit successful?

Maxtor Automotive Metals  
Prato 50032  
Italy

Dear Ms Romana

I’m writing to say how **useful** our visit to the Maxtor factory was last week. My team and I really found the day very **informative** and the perfect **opportunity** for both companies to share their **expertise**.

I’d also like to thank you for being an excellent host. I’m really **grateful** for all the time and effort you put into planning the visit. In particular I know everyone enjoyed the wonderful tour of the historic town centre on the Thursday evening with the delicious meal afterwards.

I look forward to working with you again in the future on similar projects.

My thanks and best wishes.

Amy O’Keefe

**3** Read Ms Romana’s schedule for Amy’s visit. Use the information in the letter to complete 1–3.

1000 Meet Amy and her team – tea and coffee.  
1100–1600 Visit 1 \_\_\_\_\_ and meet staff.  
1700 Bus to town centre.  
1715 2 \_\_\_\_\_  
1900 3 \_\_\_\_\_

**4** Match the words in **bold** in the letter to definitions 1–5.

- 1 helpful for something: \_\_\_\_\_
- 2 gave lots of information: \_\_\_\_\_
- 3 thankful: \_\_\_\_\_
- 4 skill and knowledge: \_\_\_\_\_
- 5 chance (to do something): \_\_\_\_\_

**5** Work with a partner. Find four adjectives in the letter that mean *very good*.

**6** Your company has a new partnership with a distributor in Bilbao, Spain. You and a colleague visited their offices last week. Your host was Margaret Obach (office administrator). Read the schedule that she organized for you.

0930 Meet the team and have coffee.  
1000–1045 Presentation, then question and answer session.  
1100–1300 Meet the Managing Director.  
1300 Lunch at local restaurant.  
1500 Tour of city centre (with time for shopping at local market).

**7** Write a letter of thanks to Ms Obach. Try to use some of the following phrases.

*I’m writing to say ...*

*My colleague and I really found the day ...*

*I’d also like to thank you for ...*

*I’m grateful for ...*

*In particular we really enjoyed ...*

*I look forward to ...*

*My thanks and best wishes.*