

## EDITING (2)

### Answers

#### Correct order:

Thank you for your recent application for the post of Warehouse Manager at Andy's Supermarket.

I regret to inform you that on this occasion your application has been unsuccessful.

However, we will keep your details on file and contact you should a more suitable position become available.

I would like to take this opportunity to thank you for your interest in Andy's Supermarket and wish you every success in your future.

1. Which of these sentences should come first?

**C**

2. Which sentence should come fourth?

**B**

3. Which of the following is an acceptable way to begin this letter?

- a. **Dear Mr. Jenkins,**
- b. Bob,
- c. Hello,
- d. Hey there!

4. Which of the following pairs of words would best fit the below sentence?

"The \_\_\_\_\_ of applicants for this position was very \_\_\_\_\_."

- a. status            excellent
- b. quality            high**
- c. number            various
- d. quality            complex