

Choose the best response (a-d) for the missing parts in this business letter (39 – 43).

English Learners & Company
15 Smithdown Rd
Liverpool
L24 1ND
United Kingdom

Jackson Brothers, Inc.
3487 23rd Street
New York, NY 12009
39) _____

40) _____

Dear Sir/Madam

41) _____

With reference to your advertisement in yesterday's New York Times, could you please send me a copy of your latest catalogue? I would also like to know if it is possible to make purchases online.

42) _____

Ken Beave
Kenneth Beave
43) _____

- 39)
a) U.S. America
b) America
c) USA
d) United American

- 40)
a) 12 September 2012
b) 2012 September 12
c) 2012-Sep-12
d) 12-12-09

- 41)
a) Advertisement
b) Copy
c) Catalogue
d) Online

- 42)
a) Greetings
b) Yours faithfully
c) With friendly greetings
d) Best wishes

- 43)
a) Administrative Director
b) from Liverpool
c) Room No 14
d) Extension 357