

1. - Design a letterhead for the automotive parts company Recambiauto, S.L., addressed in Polígono del Río Ebro, s/n (Logroño) and telephone number 555-455455. **(EN ESPAÑOL)**
2. - Compose an email asking for information about training courses for employees of your company. You will need these data: **(EN ESPAÑOL)**
 - a).- Company name: Gráficas Norte, S.A. located at C/ Pelayo, 2, Gijón.
 - b).- You send the e-mail as the head of human resources.
 - c).- The receiver is the training company Formasa S.L., located at C/ Betis, 100 (Sevilla).
 - d).- A representative of the company came to your offices to explain its services, included in a leaflet. The course we are interested in is called Freeware Office Applications.
 - e).- According to the leaflet, the cost of the course is €250 per person. Fifty employees are interested. The representative talked about the possibility of having a discount for groups of more than thirty people.
3. - Read the following web: "<http://www.cartascomerciales.com.es>". Write a business letter asking information (a new budget) for new materials. **(EN INGLÉS)**
4. - Compose a business letter in "WORD" with the following text using the spell checker to correct possible misspellings and grammatical mistakes: **(EN INGLÉS)**

"Estimados señores. Al echar un vistazo a su catálogo hemos observado que sus ofertas se adaptan a nuestras necesidades por lo que en la última reunión que tuvimos los miembros del Consejo de Administración decidimos hacer el pedido siguiente:

- Doscientas cajas de relojes de kuko a €20 la unidad.

Atentamente.

Francisco Luego, director comercial de Luengo, S.A."