

THE REGISTER OF LETTER WRITING

Exercise 1

Diana Williams has received this letter from a student at the school where she gave her talk. The words that have been underlined are too informal. Complete the same letter on the next page by choosing a better word or phrase from those in the blue box.

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Dear Miss Williams

Your talk at Chatsworth Hill School last week

Thank you very much for the talk that you gave to our class on Tuesday. It was very interesting. I am thinking very seriously about becoming a lawyer and I hope that you can answer some questions about one or two things that were not included in your talk.

(a) In the first place, I am a little worried about the process of (b) using the civil court to start off a legal process. I am thinking of getting a claim form and some leaflets to try to find out more. If I go to the County Court in Chatsworth, will I be allowed to pick up a claim form just to look at? Also, could you tell me a little more about (c) writing more complicated legal documents such as contracts? I am very nervous about this part of the work. My mother and father bought a new house recently and the solicitor who did the (d) real estate transfer of ownership seemed to do a lot of very difficult paperwork. What happens if I make a mistake? Can the client (e) start a case in the court if I give them (f) wrong advice?

Also, you said that in the future there is going to be a lot of (g) discussing problems with someone who can help find an agreement between clients instead of going to court so often. This worries me a little. Does it mean that there will be less work for lawyers and some firms may think about making people (h) out of work?

(i) Last, you said that lawyers usually work in partnership and are rarely (j) lawyers who work alone. What will happen if I join a partnership about (k) getting the usual pay from my law firm when I am ill, or when I have a baby and I need to take (l) some time away from work to look after him or her?

Thank you in advance for your help.

Yours sincerely



Emma Soame