



WORKBOOK 08 LESSON 04

CORRECT THE MISTAKES IN THIS LETTER

Dear mr. Robinson,

I've tried to contact you many times this week. We are having problems to understand the software you brought us. We are needing your help to be able to figure out the new programs on the computer.

There are three reports due on the 30th of January but we couldn't find you anywhere.

We would really appreciate your help as soon as possible. If you want, we can go to your office on Monday or Tuesday, for we don't work on these days. One other thing: one of the disks you left for us to copy doesn't seem to be working, because every time we put it in the drive, the words 'disk error' appear on the screen.

Please call us as soon as you arrive from your trip. We are looking forward to an answer to our letter and to seeing you again.

Yours truly,

Brian and Jim Colby