

Writing Paper

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Task 1

You want to participate in a dentistry conference with a presentation. The conference will be held on July 24-25, 2020, Vancouver, Canada.

Write a congress application in 130-150 words

The sender's and addressee's names, addresses, date as well as opening and closing remarks and signature are not included in the word count.

Use the following information:

- sender's name: Julia Robertson (15 Oxford Street, London WE 15 10 AF)
- addressee's name: Nobel Biocare Oral Health Centre, 2151 Wesbrook Mall Vancouver, BC
- date: 17.04.2020
- communicative purpose: Participation and giving presentation in the conference "31st American Dentistry Congress"

In your letter:

- provide the title of your presentation
- inform: abstract attached
- ask: feedback about the acceptance of the presentation
- ask: official invitation + application form
- ask: accommodation
- ask: form of payment

Model answer - Congress application

15 Oxford Street,
London,
WE15 10AF
UK

Nobel Biocare Oral Health Centre
2151 Wesbrook Mall,
Vancouver, BC
Canada

04/17/2020

Dear Sir/Madam,

I am writing in response to an announcement about '31st American Dentistry Congress' to be held in Vancouver, Canada on July 24-25, 2020.

I would like to register as both an attendee and a presenter. The title of my presentation is "Optimizing Maxillary Aesthetics of a Severe Compromised Tooth through Orthodontic Movement and Dental Implants". I would really appreciate it if you could inform me about the acceptance of my presentation at your earliest convenience. The abstract is enclosed to the letter.

Could you also send me the official invitation as well as the registration form via e-mail? My e-mail address is as follows: julia.robertson@gmail.com.

Do you provide accommodation for conference participants? If yes, is accommodation price included in conference fees?

I would really appreciate it if you provide information about the preferred form payment of conference fees.

Looking forward to hearing from you soon,

Yours faithfully,
Julia Robertson

(148 words)