

Writing Paper

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Task 1

You want to participate in an international conference in New Orleans, USA (20-22 September 2020).

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: Robert Chance (2571 Spruce Drive, Scottsdale, Pennsylvania), robert.chance@hotmail.com
- addressee's name: Metairie Hospital (1374 Hog Camp Road, New Orleans, LA)
- date: 12/03/2019
- communicative purpose: participation and giving presentation, 9th Annual Global Pharma Summit, First Circular

In your letter:

- mention your presentation title
- inform: abstract attached
- request: registration form
- ask: accommodation
- ask: publication of draft programme
- ask: registration payment category

Model answer - Congress application

2571 Spruce Drive
Scottsdale
Pennsylvania

Metairie Hospital
1374 Hog Camp Road
New Orleans
LA

12/03/2019

Dear Sir/Madam,

I am writing in response to the First Circular for the 9th Annual Global Pharma Summit which is held in New Orleans, USA from 20-22 September 2019.

I would like to register as both an attendee as well as a presenter. The title of my presentation is: 'Plants used in the traditional medicine for the treatment of obesity'. You will find the abstract for the presentation enclosed.

I would be grateful if you would send to me, via e-mail, the registration form. My address is robert.chance@hotmail.com. Also, I would appreciate it if you could inform me regarding the predicted publication date of the draft summit programme.

I would like to know if what registration payment categories are planned for the summit. I prefer to pay the conference fee earlier. Also, I wish to ask which hotel rooms you booked for conference attendees.

I am looking forward to your reply.

Yours faithfully,

Robert Chance

(149 words)

*References: Angel Josabad Alonso Castro, Clin Pharmacol Biopharm 2016, 5.3 (Suppl)
<http://dx.doi.org/10.4172/2167-065X.C1.019>*