

Writing Paper

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Task 1

You want to participate in a dentistry conference, which will be held on May 07-08, 2020, Zagreb, Croatia.

Write a congress application in 180-200 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: Jane McRoberts (20 Cambridge Street, London EA 18 10 BC, UK).
- addressee's name: The University of Zagreb School of Dental Medicine, 5 Gundulićeva, HR-10000, Zagreb, Croatia
- Date: 21.03.2020
- Communicative purpose: Participation and giving presentation in the conference '24th Annual World Dental Summit'

In your letter:

- provide the title of your presentation
- inform: abstract attached
- inquire: guidelines for multimedia presentation file format + equipment (computer + laser projector)
- inquire: article publication
- inquire: accommodation
- ask: registration form; form of payment

Model answer – Congress application

20 Cambridge Street,
London,
EA 18 10 BC
UK

The University of Zagreb School of Dental Medicine,
5 Gundulićeva, HR-10000,
Zagreb,
Croatia

03/21/2020

Dear Sir/Madam,

I am writing in response to the announcement concerning ‘24th Annual World Dental Summit’ to be held in Zagreb, Croatia, on May 07-08, 2020.

I would like to register both as an attendee and a presenter. The title of my presentation is “Multidisciplinary Oral Rehabilitation of a Severely Compromised Dentition”. 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.

I would be really grateful if you could inform whether conference organizers provide the conference participants with computers and projectors. If they do, would you be so kind to specify what file format of multimedia presentation is supported by the computers at your disposal?

Concerning the conference publications, I would like to ask whether you intend to publish articles in peer-reviewed journals?

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

I would be also glad if you could send me the registration form. My e-mail address is as follows:
jmroberts@gmail.com

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,
Jane McRoberts

(200 words)