

Writing Paper

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Task 1

You want to participate in an international conference in Leeds (2-4 May 2022).

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: Chelsea Porter (2456 Gordon Street, Riverside, California)
- addressee's name: Pharmaceutical Research Institute (75 Golf Road, Swanbridge, CF64 21RT)
- date: 14/01/2020
- communicative purpose: participation and poster presentation, 6th International Conference on Clinical Pharmacy, First Circular

In your letter:

- inform: your poster presentation title
- attachment: abstract
- inquiry: registration → preferring early bird, what fee includes
- inquiry: guidelines for poster presenters (poster format, design, layout)
- inquiry: accommodation
- confirmation: social events options - gathering by bonfire, informal dinner → veganism

Model answer – Congress application

2456 Gordon Street
Riverside
California

Pharmaceutical Research Institute
75 Golf Road
Swanbridge
CF64 21RT

14/01/2020

Dear Sir/Madam,

I am writing in response to the First Circular for 6th International Conference on Clinical Pharmacy which is held in Leeds, England from 2-4 May 2020.

I would like to register as both an attendee as well as a poster presenter. The title of my poster is: 'Modelling of pharmacist role in patient safety'. You will find the abstract for the poster enclosed.

Concerning the registration, I would prefer the early bird registration. I would be also glad if you could specify what the conference fee covers as I am not sure whether conference materials are included in the fee. As far as the poster presentation is concerned, could you please send me the guidelines? I am particularly interested in the poster format, design and layout.

I would like to confirm my participation in the planned social events, i.e. the gathering and the conference dinner. Furthermore, I would be grateful if you informed me if there are vegan options planned on both events. Last but not least, I am thinking of booking extra nights, would be so kind as to tell me to whom I should write to specify my reservation dates?

I am looking forward to your reply.

Yours faithfully,

Chelsea Porter

(199 words)

References: Attiya Gul Rizwan, Clin Pharmacol Biopharm 2015, 4:4 <http://dx.doi.org/10.4172/2167-065X.C1.017>