

Professional communication of the conference

Business



Dear Guest, "Fiber Optic Inc." is greatly pleased to greet you as a honorable visitor of the international conference on fiber optic technology that our company is sponsoring. We really hope that this conference will show you how our products and services can in many ways be profitable for the field of activity in which you are involved.

Our first care is to make your participation in the conference the most pleasant and comfortable to you. In this regard, we would like to give you some organizational information so that you can easily plan your own schedule.

The opening of the conference will take place on April 10, 2005 at 9 AM. At this time the President of "Fiber Optic Inc." Mr. Johnson will make his keynote address to the participants. You are invited to visit his address as it will give you details about how we will work in the following days. The address will be held at the hotel in the California ballroom.

Immediately after the President's address, the company's main exhibit will be opened on the convention floor. You are invited to participate in its opening, so that in the following days you can revisit the already familiar exhibit with some specific interests that you may develop during the workshops.

We have tried to organize the conference in such a way that you will have free time for visiting interesting sights in our city. From our part we would recommend visiting city art gallery where you will find a lot of interesting works of art in different genres as well as will have a chance to witness the live Internet videoconference with a Japanese art gallery. The videoconference is to take place on April 12, 2005 at 4 PM and our company is proud to be the technical sponsor of this regular event.

During the conference we will be providing three meals a day in the

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conference restaurant. Additionally, we can also recommend you some nice restaurants that serve international cuisine and are conveniently located: "Rizza", located at ... St., 15; " Charm", located at ... St., 169; " Camelot", located at ... St., 79. You can always find extra information about city restaurants at the information point that will be open throughout the work of the conference. By the way, the best ways to get around the city may be by bus or by subway. At the information point you also can always find out about the suitable routes.

Finally, if you may need any assistance or have any questions, pls. contact us by our special phone number that will be working during the conference: 0011112222.

We are eagerly looking forward meeting you at the conference and send you our best regards,

" Fiber Optic Inc.",

James Johnson,

President.

References:

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Fielding, M., Howard, E., English, J., & Merve, N. (2004). Professional Communication:

How to Deliver Effective Written and Spoken Messages. Juta Academic.

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