

Punctuation: Review

PUNCTUATE and CAPITALIZE the following letter. Use only essential punctuation.

april 8 2003
mr john w smith
general manager
intercontinental services ltd
2055 main drive
winnipeg manitoba

dear mr smith

thank you for your letter of march 6 which we have just received it must have been delayed by the mail strike

the conference has been rescheduled for the weekend of may 23 25 inclusive it will be held at the landmark hotel 25 robert street our guest of honor ms shirley jones will deliver a major speech at 8 pm on friday the 23rd her topic will be women in advertising the delegates will also hear panels on the following topics current problems in advertising the challenge of consumerism and new marketing trends it promises to be a lively and interesting meeting if you still wish to attend please remit your check for \$25 to cover registration fees and add \$10 if you wish to attend the banquet saturday night gratuity included we look forward to seeing you please accept my apologies for the delay in answering your letter.

yours sincerely
thomas a weston
information director
advertising council