

Tussauds. But nothing can beat the figures of my favourite Star Wars heroes: Luke, Princess Leia and Darth Vader. Jabba the Hutt was the most impressive, though. Awesome!

In return, I will take you to the Museum of Devils when you come. It houses a huge collection of sculptures and carvings of devils from all over the world. Some devils look scary and some look funny. Some are just art objects and some can be used as walking sticks, pipes and nutcrackers. You'll see for yourself.

I'm dying to see you all and especially your little brother whom I have only seen in the pics on Facebook. He looks so cute!

Impatiently waiting for your arrival!

Love,

Rasa

The conclusion

The closing statement

The informal ending / signing off

The signature

Task 3

The answer to all the questions is yes.

Task 4

Suggested answer

You have a quad bike that you no longer want. You plan to sell it. Write a letter to your friend. In your letter:

- ☐ explain why you no longer want it;
- ☐ describe your quad bike;
- ☐ explain why your friend may want it.

Task 5

Suggested answers

Topic: **selling a quad bike to a friend**

Main idea 1: Explain why you no longer want it: *moved to the city*

Detail: *nowhere to ride*

Detail: *no space to keep it*

Main idea 2: Describe your quad bike: *in good condition*

Detail: *intended for use by a single operator*

Detail: *fitted roll-over protection*

Main idea 3: Explain why your friend may want it: *interested in quad bike racing*

Detail: *model that the friend likes*

Detail: *selling at a special price*

Sample letter 1

Dear Charlie,

It's been awhile since we last met. How have you been? Hope you're having a wonderful time. I'm writing to you because I no longer use my quad bike and I'm planning to sell it. I know you've always loved riding it, so I decided to ask you if you'd like to buy it.

The quad bike is super fun to ride as you already know, but I stopped using it because recently my family moved out of the suburbs into the city. Since I now live in the city, I don't really have anywhere to ride my quad bike, so it has been sitting and gathering dust for quite some time now.

As you live in the suburbs, I think that you would be a great new owner for my quad bike, plus I remember you telling me you're going to get your bike licence soon. It's an absolutely wonderful off road vehicle, which is great for travelling long distances with your friends. It'll be dirt cheap compared to what you'd pay if you bought a brand new bike.

I hope you'll think about my offer.

Waiting for your answer.

Yours,

(Name)

(194 words)

Sample letter 2

Dear John,

Thanks a million for your letter. I also have some news for you. A friend of mine told me that your parents had recently bought a new country house not far away from the woods. With so much space, you're probably looking for some outside activities. And I thought you'd be interested in some kind of a vehicle to drive around.

Guess what? I'm selling one right now! It's a red quad bike with a 4x4 wheel drive and a fitted roll-over protection, intended for use by a single operator. It has no flaws or damage. It's almost brand new! Since I'm moving into the city, there's no space for the bike and I need to sell it as soon as possible. The price is reasonable – €4,500. I've attached some pics for you to see. I hope you'll like it.

Let me know if you got interested. Hope to hear from you soon.

Bye,

(Name)

(156 words)

Task 6

Answers will vary.

Task 7

Answers will vary.

Letter Writing Practice

Task 8

Answers will vary.

Task 9

Suggested answers

Sample letter 1

Dear Tyler,

How are you doing? What are you up to this summer? Actually, I am having a pretty interesting summer because my family have decided to visit my cousin and her family in the countryside for the first time in 10 years!

My cousin's house is super old, but it has been recently renovated. Since I'm a fan of old authentic things, it's a blessing to stay here. The house itself looks like a house straight out of the open-air ethnographic museum in Rumšiškės, but the inside of the house is completely different from what you would expect when looking at the house from the outside. Inside, it is properly furnished and is like any other house in the centre of the city with all the conveniences.

The only problem with staying here is that it is pretty far away from any major town, so I spend most of the time in the village. The good thing is that I've met new friends, got to know every forest path in and out and even tried out some of the national crafts such as smithing and wood carving. I've also learned to cook traditional dishes the way they were cooked years ago.

Well, if asked, I would rate my experience in the countryside as truly amazing, and I hope to take you there when you come to visit Lithuania next time.

Waiting to hearing from you!

(Name)

(236 words)

Sample letter 2

Dear Mike,

I'm sorry I've not contacted you any sooner. I'm writing to you at the first chance I've got. How are you? Has anything interesting happened to you while I have been away?

Finally, I have a moment of peace and quiet, so I'd like to tell you about my holiday here, in Spain. I'm staying at a budget motel in the suburbs, somewhere near Madrid. This place is a mess, the neighbours are mowing the lawn every morning, the birds never sleep, so neither do I.

So far the only activities I've enjoyed are the trips around the area. I've travelled in the countryside, visited some historical monuments and other places of interest. While in the

motel, I don't do much, just lie at the pool occasionally memorising some Spanish words while my neighbours mow the lawn. Tomorrow I'm going to Madrid. I plan to visit the Royal Palace and the Royal Armoury, which has a collection of weapons and armour of the kings of Spain since the 13th century. I'll take some pictures and send them to you.

Hope to hear from you soon.

Take care,

(Name)

(189 words)

Task 10

Answers will vary.

Task 11

Answers will vary.

Task 12

Answers will vary.

Task 13

Suggested answers

Sample letter 1

Dear Maggie,

Thank you for your email which has just arrived. I'm pleased to hear that you passed your A-level exams with flying colours. I'm writing back to let you know what's at my side.

I've also finished my school leaving exams and am impatiently waiting for the results now. I think I did well enough and am trying to decide what university to choose for my further studies. It's a hard choice, so I'm thinking of, maybe, taking a gap year to work and travel, and thus get life experience. Then I'll get into what I want to do in my life.

How can I know what to do in the future if I still don't have clear plans for the summer! Well, I have some thoughts of going to the seaside. After hard work during the exams, I'd love to sunbathe on the beach, play beach ball and take photos of ships in the sea, waves and seagulls, and tiny pieces of amber washed up onto the shore. But I don't know where I will go. I love spontaneous trips, especially to new places or to the places I haven't been to for a long time.

Thanks again for keeping in touch. Looking forward to your email.

Lots of love,

(Name)

(212 words)

Sample letter 2

Dear Lizzy,

How are you? I'm so glad that my school is finally over! Look, I've got some exciting news for you.

I passed my school leaving exams, and the results are unbelievably great – I didn't expect to score so high! But enough about that. The summer is coming after all, and I'm planning to search for a seasonal job to earn some money.

In July, I'll be taking my entrance exams to try to get into the university I've always wanted. If everything works out as planned, after finishing my studies, I'll have my dream job. For the time being it's kind of a secret. I promise you'll be the first to know if I pass entrance exams. Then I'll tell you more about my future plans.

Now, tell me about your exams. What are your plans?

I'm looking forward to hearing from you.

With love,

(Name)

(148 words)

Task 14

Answers will vary.

Task 15

Answers will vary.

Language Skills

Task 16

Answers will vary.

Task 17

Answers will vary.



USEFUL ONLINE SOURCE

• Speaking: Unit 2: Likes and Dislikes, IELTSx IELTS for Academic Entry, The University of Queensland Australia (2:33), https://www.youtube.com/watch?v=XrXr0DEnPo&list=PLFHjmyN-ZjYNdh6u_hv1w75IHwqwhl0Uv&index=10

Task 18

- | | |
|-------------------|---|
| 1 Extended family | g) a family group that includes grandparents, cousins, aunts, etc. |
| 2 Provider | i) someone whose income pays for a family's food, the place where they live, and other basic needs |
| 3 Black sheep | a) someone who is not approved of by the other members of their family or the group they belong to because they are thought to behave badly |
| 4 Stepfamily | b) a family that has at least one stepparent |
| 5 Blood relation | f) someone that you are related to by birth, rather than by marriage |
| 6 Fiancée | h) the woman that a man is engaged to |
| 7 Niece | j) a daughter of your brother or sister |

- | | |
|------------|--|
| 8 Nephew | e) a son of your brother or sister |
| 9 In-law | c) a parent of your husband or wife or a member of his or her family |
| 10 Sibling | d) a brother or sister |

Task 19

Answers will vary.

Task 20

Answers will vary.

Task 21

Suggested answers

- 1 I'm writing to let you know that I now have a *well-paid full-time* job.
- 2 You'll be happy to hear that I've *entered* a technical college.
- 3 (What will be great, the photo or the school project?) If you decide to add a class photo to your school project, *the project will be much more attractive*.
- 4 You may not want to visit us now because *it has been raining non-stop* for the past two weeks.
- 5 *After finding out that he was admitted to a prestigious university*, my friend Tom was over the moon.

Task 22

Answers will vary.

Task 23

Answers will vary.

Timed Writing

Task 1

Suggested answers

Sample letter 1

Dear Agnes,

How are you? How are things over there in Scotland? I hope you are fine. Though I haven't written to you for a while, don't worry, I'm OK. I'm very happy that the summer is in full swing and the school is almost over. Now, we can make some plans for the summer holidays.

At the end of July I'm planning a half-month trip from Vilnius to Lisbon by car, and I would really love you to join me. I've always wanted to visit the capital cities of Poland, Germany, France, Spain and Portugal. These cities are attractive and renowned for their incredible and impressive architecture and museums. You can't but admire all these churches with tall towers and glamorous stained glass windows. Shortly speaking, there's much to see and explore.

Anyway, if you decide to join me, I suggest we meet halfway in Paris.

Waiting for your answer.

Take care,

(Name)

(153 words)

Sample letter 2

Dear Tania,

Hey! How are you? How are your studies in Graz? I miss you a lot. I'm writing to you because I've got some exciting news. Here it goes. What are your plans for the upcoming summer? If you don't have any, join me on the bus trip from our hometown to North Italy. The eight-day trip is to start at the end of August. It suits you, doesn't it? You'll still be on holiday from your college studies.

I promise it'll be amazing. You won't need to spend much money because I got this travel voucher as a birthday present from my godmother. It's for two people, and you're the only person that I want to go with. First off, we will spend three days on the beaches of the Adriatic. Then we will go sightseeing and explore Verona and Venice by ourselves.

I suggest you join me in Graz because the trip route includes Graz as well, and there is no need for you to come all the way from Austria to Lithuania. Then, we will head for Italy together. It's incredible, isn't it?

I'm impatient to know what you think about it.

Looking forward to hearing from you.

Hugs,

(Name)

(203 words)

Task 2

Answers will vary.

Task 3

Answers will vary.

Useful Online Sources

- IELTS General – How to write an informal letter, *Write to Top* (15:05)
<https://www.youtube.com/watch?v=TLJDIX2I6FI>
- Benedek, A. IELTS General Module Task 1 Writing an Informal Letter for a high score PART 5, *GeneralIELTSHelp* (11:47)
<https://www.youtube.com/watch?v=SW0p7zF0TFM&t=439s>
- FCE - informal letter or email, *Learning English*
<http://www.rubenvalero.com/english/content/fce-informal-letter-or-email>
- Writing Letters: formal & informal English, *engVid* (12:21)
<https://www.youtube.com/watch?v=PgwmAUJx248>
- An informal letter or email © UPV (5:09)
<https://www.youtube.com/watch?v=oEr921RNVh4>
- Emailing in English: formal and informal openings and closings (10:30)
<https://www.youtube.com/watch?v=ZtqymfUAeks>
- Writing in English – How to Start Any Letter, *engVid* (6:39)
<https://www.youtube.com/watch?v=6vl9Z16QLpg&t=104s>
- Talking About Your Home – Spoken English Lesson, *Oxford Online English* (10:13)
<https://www.youtube.com/watch?v=kzkEGEjkb30>
- Speaking English – How to talk about what you want – Expressing Preference, *engVid* (7:33)
<https://www.youtube.com/watch?v=KzxNbuzAbG8>
- Blanco-Cerda, L. Sentence Clarity Lecture, *Purdue University OWL* (34:53)
<https://www.youtube.com/watch?v=SbDe75CEHwo>

Letter Writing Skills

✓ USEFUL ONLINE SOURCES

- How to write a semi-formal letter for IELTS Task 1, *Write to Top* (7:44), https://www.youtube.com/watch?v=1bX_8F7O5HQ
- 8 Rejection Letters Publishers Sent To Famous Authors, *clickhole*, <http://www.clickhole.com/article/8-rejection-letters-publishers-sent-famous-authors-3084>

Task 1

Answers will vary depending on the letters that students choose to analyse.

Task 2

The letter is written in a formal style and respectful tone using a semi-block format.

Task 3

President Franklin D. Roosevelt's reply to Einstein's letter is written in a semi-formal style and a friendly but respectful tone.

Task 4

You plan to apply for a course at a language school in Britain. Write a letter to the school administration. In your letter:

- ☐ give information about yourself;
- ☐ explain why you want to take a language course;
- ☐ ask for information about fees and accommodation.

Topic: *a letter to language school administration in Britain*

Main idea 1: *info about myself*

Detail: *high school student*

Detail: *age*

Main idea 2: *reasons for taking the course*

Detail: *improving language skills*

Detail: *future plans*

Main idea 3: *asking for info about the course*

Detail: *tuition fee*

Detail: *accommodation*

Task 5

Suggested answers

Sample letter 1

Dear Mr Smith,

I am writing to make inquiries regarding your language school. I am interested in a four-week English course that you are offering.

Currently, I am a high school student in Lithuania and I consider pursuing a career in translation; therefore, I need to widen my knowledge in English.

I would also like to know how much the course costs and what exactly is included in this fee. Moreover, would you be so kind as to inform me about the situation concerning accommodation options?

Thank you in advance.

Best regards,

(Full name)

(92 words)

Sample letter 2

Dear Sir / Madam,

I am writing in connection to an intensive course of English at your language school. I would like to enroll on the course in order to prepare for the IELTS test which I am taking on 27 October.

I am a hard working school leaver in Lithuania and I would like to become proficient in English. According to CEFR, I have already attained Level B2 but would like to achieve Level C1 in speaking and reading.

In fact, I would like to maximise my level of the English language because I am going to study abroad and, therefore, I need to get a score of 7 in IELTS in order to join a university course.

Would you mind informing me about the cost of the intensive English three-week course? I would also like to know if you provide accommodation for language learners from abroad.

Thank you for your time and assistance. I am looking forward to hearing from you.

Kind regards,

(Full name)

(165 words)

Task 6

Answers will vary.

Task 7

Answers will vary.

Letter Writing Practice

Task 8

Answers will vary.

Task 9

Suggested answers

Sample letter 1

Dear Mr and Mrs Smith,

I would like to spend my upcoming holidays travelling around Europe. While searching for a stay in England, I came across your profile on the Couchsurfing website. Since you are applying for hosting guests in the middle of June, I am interested in your offer and am writing to give you some information about myself.

I come from a small country, called Lithuania. Several years ago I started travelling with my family, and since then we have visited many countries in Northern and Central Europe. This summer I decided to try travelling alone. I am an outgoing and adventurous person; I like discovering and exploring new places. I enjoy visiting local museums and fairs and taking walks around the city centre in the evenings.

Additionally, I would like to know if there are any sports events or folk music concerts around the time of my arrival. It would be nice if we could attend them together. I also wonder if there is anything special I should bring with me; specifically, I am interested in the weather typical of this time of the year. What clothes should I take?

I am looking forward to hearing from you.

Sincerely,

(Full name)

(202 words)

Sample letter 2

Dear Mr and Mrs Smith,

I am writing to thank you for approving my stay with you while I am on holiday. It is really nice that you are part of the couchsurfing community, which allows people like me to travel on a budget. I am also writing to let you know about me and to make some enquiries.

As for me, I am a student at a University in Lithuania. I am doing a Bachelor's degree in International Communication. My hobby is travelling and meeting new people as well as getting to know other cultures. I find the time spent with people most enjoyable and rewarding. I would like to tell you that I am a neat and quiet person, so I won't make any problems while staying with you.

I have some questions I would like to ask you. Could you let me know what events you are having in the area during the week of my stay? As I am a person who likes to exercise, would you mind telling me if there is a sports club nearby your place? What is the weather like in October? What clothes should I bring? Finally, will I have an access to the Internet, since I want to keep in touch with my family?

Thank you again for giving me the opportunity to stay with you when I arrive.

I will be waiting for your reply.

Yours sincerely,

(Full name)

(238 words)

Task 10

Answers will vary.

Task 11

Answers will vary.

Task 12

Answers will vary.

Task 13

Suggested answers

Sample letter 1

Dear Sir or Madam,

I am writing to you because I would like to become a member of the couchsurfing community. I would also like to give you some information about the place I can offer and the town I live in.

As for my home, I live in a two-storey house with a lot of free space that I am willing to share. On the first floor, there is a fully equipped kitchen connected with a light caramel dinette. The white painted door opens to a spacious living room with a huge window overlooking a natural oak and pine tree park. People staying over can spend their evenings in the guest room which has a TV and a computer with WiFi. The guest bedroom has basic furniture such as a big bed, two armchairs and a wardrobe.

I live in a town close to the seaside; it is a perfect place for everyone who wants to escape a busy, hectic city life. The town is full of greenery and colours in the summertime. The Old Town streets are lined with buildings dating back to the 15th century and with terrace cafes nesting on the pavement. All that creates an unforgettable and peaceful feeling of inner comfort.

Even though the town is a quiet place, it still has a wide range of activities to offer. These are handicrafts fairs in the open air and a summer jazz festival to mention a few. One can spend an evening in a cosy café listening to piano music. Those interested in historic sites can visit the Castle, the Town Hall and the manors in the area.

I hope this information will be helpful for couchsurfers who want to spend their holidays in Lithuania.

Looking forward to hearing from you.

Best regards,

(Full name)

(298 words)

Sample letter 2

Dear Mr Rogers,

I am writing to you regarding my possibility to join the couchsurfing community. First of all, I just want to say that this community is one of the smartest ideas I have ever encountered. The idea of people staying in other people's places abroad in exchange for letting others stay in theirs is fascinating. This gives a great opportunity for students to travel at low costs. I have been thinking about joining this community for a long time and after my friend joined, I thought I would give it a try, too.

I am currently staying in Vilnius. The place I offer is a room in my two-room flat, which is about 25 minutes away from the city centre going by public transport. Built on the side of the hill, it has a stunning view of the city centre. I can assure that my guest or guests won't be troubled by any noise from neighbouring flats at night, since only elderly couples live there. The only problem is that a living complex is being built a few blocks away, so between 10 am and 5 pm you can hear some noise from the building site.

Vilnius has much to offer and suits a variety of tastes ranging from exceptionally beautiful churches to modern art galleries, from classical music concerts to open air electronic music festivals and from taking walks in the Old Town to enjoying a peaceful night in a pavement café. Besides, within a walking distance from my home, there is a sports complex in which one can enjoy a wide range of activities.

I hope that you will take my offer into consideration. Please contact me if you have any further queries.

Yours sincerely,

(Full name)

(289 words)

Task 14

Answers will vary.

Task 15

Answers will vary.

Language Skills

✓ USEFUL ONLINE SOURCES

- Common Collocations. *English Club*,
<https://www.englishclub.com/vocabulary/collocations-lists.htm>
- Collocations. *Englishleap*,
<http://englishlaps.com/www.englishleap.com/vocabulary/collocations.html>
- A List of Prepositional Phrases, *Advanced English Grammar*,
<http://www.advanced-english-grammar.com/list-of-prepositional-phrases.html>
- English Idioms and Quizzes. *The Idiom Connection*,
<http://www.idiomconnection.com>
- Vocabulary-Idioms, *My English Pages*,
http://www.myenglishpages.com/site_php_files/vocabulary-lesson-idioms-categories.php
- Idioms, *Englishleap*,
<http://www.englishlaps.net/www.englishleap.com/other-resources/idioms.html>
- Phrasal Verbs in Daily English Conversations, *Anglo-Link*,
<https://www.youtube.com/watch?v=WHwxdT302I>
- Phrasal Verbs, *Englishleap*,
<http://www.englishlaps.net/www.englishleap.com/vocabulary/phrasal-verbs.html>
- List of Phrasal Verbs, *My English Pages*,
http://www.myenglishpages.com/site_php_files/grammar-lesson-phrasal-verb.php?letter=a
- English Phrasal Verbs, *Learn English Today*,
<http://www.learn-english-today.com/phrasal-verbs/phrasal-verb-list.html>
- Proverbs and Sayings. *The Idiom Connection*,
<http://www.idiomconnection.com/proverbs.html>
- English Proverbs, *The Phrase Finder*,
<http://www.phrases.org.uk/meanings/proverbs.html>
- Alphabetical lists of English Proverbs, *Learn English Today*,
<http://www.learn-english-today.com/proverbs/proverbs.html>

Task 16

- 1 e) To eradicate illiteracy
- 2 h) Higher education
- 3 j) University degree
- 4 i) Education system
- 5 a) Local education authorities
- 6 b) Core subjects
- 7 d) To scrape through an exam
- 8 c) To make good progress
- 9 f) To do a course
- 10 g) Examination syllabus

Task 17

Answers will vary.

Task 18

Suggested answers

- 1 On the 2nd of October, I ordered a wetsuit from your online shop, which arrived yesterday. Unfortunately, the wetsuit does not fit me because I need one size smaller.
- 2 I am writing to give you information about my school which stands out among other schools in the city for participating in several international projects. Built in 1924, the school is located in the centre of my hometown.
- 3 I am nineteen years old and have just finished a secondary school. In September, I plan to start studying mechanical engineering at university. Therefore, I am looking for a job during the summer holidays to earn some money in order to pay for my studies.
- 4 I am sorry to cancel my order No. 54 dated 9 April, 2017 for a pair of black silky opera gloves that cost €25.
- 5 I am writing to complain about my suitcase lost by your airline on 26 August 2017; flight No. 5995 Vilnius-Beijing. It is a pullman case made of dark brown leather and has my name, address and my initials R.A. on the handle.

Task 19

Suggested answers

- 1 Come to visit our country in spring when the weather is warm and pleasant. Usually, the temperature rises above 20 degrees Celsius, and the trees and bushes are in full blossom. You will find it amazing out here.
- 2 I am writing to complain about my neighbour who lives in Flat 13. For the past several weeks he has been having late guests and playing loud music which goes all night until the morning when all the tenants go to lectures or work.
- 3 I am writing to apply for a student loan to cover my 2018-2021 study years at the University of Technology. Without this loan, I will not be able to pay for my studies. Although I have a part-time job in a café, it will not cover the tuition fee.
- 4 I have been interested in psychology since I was 15. Being interested in human behaviour and wishing to understand how human mind works, I have always desired to work with people. For this reason, Psychology is a major I want to pursue after I finish school.
- 5 I would like to have a seaside holiday because I am fond of playing beach volleyball, swimming and scuba diving. However, I do not like extremely busy and crowded places. I wish to have a week off in a place which is less popular with tourists and wonder if your agency can offer such a holiday destination.

Task 20

- 1 I would like to know how I can get from London Luton Airport to the City.
- 2 Could you please let me know what weather I can expect in November and what clothes I should take?
- 3 I wonder if you could tell me how much the course in Academic Writing costs.
- 4 Would you mind telling me when my order will be delivered?
- 5 I would appreciate it if you could tell me what diving equipment I should bring on a scuba holiday.

Timed Writing

Task 1

Suggested answers

Sample letter 1

Dear Mrs Wright,

I hope you are doing fine and are on good terms with your students, as always. With this email, I would like to take a chance to thank you from the bottom of my heart for helping me to prepare for the school leaving exam of English. I am writing to you to ask for a reference letter because I plan to apply for studies at the International College of Auckland in New Zealand.

After school, I went to New Zealand and have had my fair share of good time there. My friend here, however, persuaded me to take a course in 3D animation programme. After reaching out to the college and receiving an email back, I can't wait to make a formal application but I need a reference for that.

I would appreciate it if in the letter of reference you could mention my interest in 3D animation and write a few words about my character features such as optimism, ability to adapt to new environment and my cross-cultural awareness. This letter will have a great influence on my chances of getting accepted to college. Would it be possible for you to write this letter by the end of June?

Looking forward to hearing from you.

Warm regards,

(Full name)

(212 words)

Sample letter 2

Dear Mr Ross,

I am your English class student of 2017. I am so happy I still have your contacts. For some time I have been planning to write to you to say I hope you are doing well and to thank you for all the work you put into teaching me. Your new students aren't giving you a really hard time, are they?

I am writing to ask you for a reference that I need to apply for my studies at college. I am applying for a Bachelor's programme in English Philology at a college in Scotland. I have chosen this programme because I want to go on volunteering exchange in Africa to teach children to read and write in English. This will allow me to travel and make my personal impact for the better of the world by helping children to learn English.

The first teacher to ask for a reference that I thought of was you since you helped me much when I had a hard time learning English. I would be grateful if in the reference letter you could mention my interest in English and creative writing because that might

increase my chances to be accepted. Also, please include the information related to my positive characteristics such as being self-reliant, creative and amiable. I am also persistent and hard-working; this is what you praised me for at school.

I have to submit this letter to the college in four weeks, by 30 March. Thank you very much for your time and effort.

I am looking forward to hearing from you.

Kind regards,

(Full name)

(266 words)

Task 2

Answers will vary.

Task 3

Students' own answers.

Useful Online Sources

- How to Write a Semi-Formal Letter for IELTS Task 1, *Write to Top* (7:44)
https://www.youtube.com/watch?v=1bX_8F7O5HQ
- How to Write a Formal Letter, *Write to Top* (12:13)
<https://www.youtube.com/watch?v=28IMO3JGc0Y>
- Benedek, A. IELTS General Module Task 1 Writing a Formal Letter for a high score PART 4, *GeneralIELTSHelp* (16:55)
<https://www.youtube.com/watch?v=kenEvdqCrL8&index=2&list=PLnTXtJnfzBlvacizQZzQTOHmGz7Fc9zVX>
- Jaynes, K. Formal vs Informal Tone (5:20)
<https://www.youtube.com/watch?v=RP9qSWkJxWg>
- BBC Masterclass: Formal and Informal English, *BBC Learning English* (4:07)
https://www.youtube.com/watch?v=hdKYl8Tg_FQ
- Letter Writing & Sample Letters, *Letter Writing Guide*
<http://www.letterwritingguide.com/>
- FREE Sample Inform Letters, *WriteExpress*
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