***Writing Task 1- Letter***

***You work for a company. You have seen some information online about a training course that would be useful for your work.***

***Write a letter to your manager. In your letter***

* ***give details of the course***
* ***say how the course would be useful***
* ***explain how the company could help you do this course.***

**Model Answer**

Dear Ken,

I have recently become aware of the course called Social Media Marketing Essentials and I am writing to ask for your support in taking this support. This is a five days intensive online training program being offered by Business Leadership Association and it starts from Monday 15th February. I believe the course would be of great benefit to our company as we have been recently considering how to build up our social media presence and attract more customers online. After reading reviews by former participants, I think this social media course will help me professionally in my capacity as Communications Manager and make a real difference to our company.

For these reasons, I am requesting paid leave from 15th – 20th February to attend the course. It would be helpful if other team members did not take leave this at time; so far nobody else has applied. I believe this will not be particularly busy time at work, but I am prepared to spend more time working on those evenings, if needed.

I look forward to hearing from you soon.

Best wishes

Rashmi Chitriv

***Writing Task 2- Essay***

***Genetic engineering is a dangerous trend. It should be limited.***

***To what extent do you agree?***