

Dear team

To whom it may concern,

Thank you for your consideration and I am looking forward to hearing from you

Thank you for your consideration and I am looking forward to hearing your opinion

I'd like to express my sincere gratitude for

Here is my gratitude for

I want to thank you for

If it had not been for all your efforts, I would not have been able to
something is on the table

Such a friendly environment = a friendly environment of such kind

It would be advised to take them seriously

My emphasis stems from the fact that

It has been to no avail

It is now being hailed by many westerns

Among the majority of people

Your score lived up to my expectations

College degrees are believed to play an important role in your career

It would be much appreciated if

On the one hand, on the other hand

On the debit side

It comes highly recommended that

You should be aware that

Just a tiny percentage of people

A large number of

A small fraction of

A significant fraction of

Without further ado

I wish it vanished off the face of the earth

My opinion rests on something

The poor culture may stem from poor financial status

It takes time to get it down to a fine art

You would be well-advised to do

You would be ill-advised to do

For no obvious reason

Aforementioned

Sth is beyond dispute = it is out of question

In retrospective

The fact that you are a good person doesn't change anything

It is worth mentioning that

I am not advocating that

We will reach the conclusion that

I know for a fact that

Where I stand on that is

Moreover = furthermore

In fact

In addition

In that sense

However

therefore

Otherwise

Arduous

The event had **repercussions throughout** Europe

Triumph

Compelling reason

Affluent neighborhood

There was a **thriving** market

Poor people **subsist on** 10 dollars per week

Sincerely,

Ali

Moreover

affluent

**never forget how far you've come
you've come so far**

I'd like to express my sincere gratitude for

If it hadn't been for all your efforts, I wouldn't been able to

One thing I noticed was

I strongly suggest ..ing

It's important to take this matter seriously

Thank you for your consideration, and I look forward to hearing from you

X is a top priority.

.. that meets my needs.

I would greatly appreciate it if ..

I'd like to know **whether utilities are included, and if not, ..**

X would be a great extra feature.

It would also be a bonus if ..

Held on to old habits

Adapting to newer technology

It often didn't work out.

The reason behind my suggestion is that

Take a step forward

Overall,

On the one hand, on the other hand

Where I stand on that is,

I strongly believe that

In a nutshell,

I also know for a fact that

Priority has to go to X

X can be just as effective, **if not more so**, than Y

Thank you for your attention to this matter

I've had serious trouble falling asleep.

It is essential ...

It's been to no avail

Any better solution you may suggest

I need to **bring up a recent issue** that's been affecting ..

If the noise were tolerable, I wouldn't be writing this letter.

For the past month, they have been ..

Aforementioned people

Congratulations on X

This is just the beginning

X is an exception, **so is Bill Gates**

Lived up to my expectations

I haven't forgotten how far you've come

The most likely path is

Runs through college

Without a shadow of a doubt

Not every college dropout ends up successful

Genuinely

Truly

Vital

Top colleges

Pursuing college

Some **Entrepreneurs** have succeeded ... > have made it

At the end of the day, you are the one who makes the final decision

Thanks to your excellent results, ...

I highly recommend ..ing

The power **went out, leaving** the entire neighborhood in darkness.

A cyclist **was also struck** by the Mercedes, **making** the situation more complicated

X happened, ..ing

Strike struck

At approximately 8:00 PM

If my memory serves me correctly

Thank you for your attention to this matter

Please don't hesitate to reach out to me if you need any further information

Turn right at a red light

He has the right of way

Proper caution

Necessary precautions

Intersection of X and Y Street

Neighbourhood

The driver pulled over

The current time overlaps with school classes

Later in the day

Shift the peak hours

It must always be the top priority

I'm writing to raise a concern about

Risky for students

Peak hours are between 10:00 AM and 12:00 PM.

If I'm not mistaken,

Precautions are in place

Safety measures

1- EMAIL

1-1 Last weekend you attended the Canada Day community picnic. The event was a potluck, so everyone brought a dish of food to share. Some people, including you, have allergies or can't eat some types of food, such as nuts and seafood, so you included a list of ingredients with your dish. No one else did this.

- Express your overall enjoyment of last week's event.
- Explain why each potluck dish needs a list of ingredients.
- Describe how the potluck could be differently organized next year.

(ChatGPT)

Dear Canada Day Community Picnic Organizer,

I'd like to express my sincere gratitude for organizing such a fantastic and **well-run** event. **If it hadn't been for all your efforts, I wouldn't have** enjoyed such a memorable time with wonderful people in a warm and friendly atmosphere.

One thing I noticed was that although the food was diverse and delicious, it wasn't always clear what each dish contained. **I bring this up because** some guests, **including myself**, have allergies to specific ingredients like nuts or seafood. **As you may know**, allergies can sometimes be fatal, so **it's important to take this matter seriously**.

For future events, **I strongly suggest asking** participants to **include** an ingredient list **with** their dishes. This could be shared through the website or the event catalogue.

Having an ingredient list **would help** guests **make** safer and more confident choices without **putting their health at risk**.

Thank you for your consideration. I look forward to hearing your feedback on this suggestion.

Best regards,
Aly

1-2 You have registered for a six-month computer training program at Sambro Community College. You want to rent a room from Sambro Housing Agency.

- Explain when you need to rent the room.
- Describe your requirements for the room.
- Ask about costs and the application process.

(ChatGPT)

Dear Sambro Housing Agency

I've registered for a six-month computer training program at Sambro Community College, and **I'm looking to rent** a room **starting around December 4th**, preferably close to the college.

Either a private studio or a private room in a flatshare would work well for me.

My **essential** requirements are a furnished space, reliable Wi-Fi, and a clean shared kitchen.

Wi-Fi **is a top priority**. **It would also be a bonus if** the place has a balcony or shared yard. A large TV screen **would be a great extra feature**.

Could you please send me a proposal with available options and their rental costs? I'd like to know **whether** the utilities are included, and **if not**, could you **provide an estimate of** monthly utility expenses?

Since December is approaching, **I would greatly appreciate it if** you could share current vacancies that **meet my needs** as soon as possible.

Thank you for your time, and I look forward to hearing from you.

2-1 You live in a house near a park. Recently, a lot of teenagers have been meeting in the park at night. They are very noisy.
to the local government

- Provide information about where you live.
- Explain the problem and how it affects your life.
- Suggest a way to solve the problem.

(GPT)

Dear Municipal Officer

I would like to register a **complaint**. I live at 28 Freeland Street in Toronto, **postal code M5E0E3**. I moved here around seven months ago from Amsterdam. In general, I'm very satisfied with this neighborhood, but I need to **bring up a recent issue** that's been **affecting** my quality of life.

As you may know, Queen's Park is close to my building. **For the past month**, a group of teenagers has **been gathering** at night and **making a lot of noise**. **If the noise were tolerable**, I wouldn't be writing this letter. **Unfortunately**, the **disturbance** continues, and I've had serious trouble **falling asleep**.

Since I'm a full-time software engineer at RBC Bank, being on time in the morning is **essential** for my job performance. I've already spoken with the **aforementioned** group once and politely explained my concerns, but **it's been to no avail**.

I would like to ask you to either gently warn the teenagers or **consider setting a curfew** during the night. I'm also **open to any better solution you may suggest**.

Thank you for your attention to this matter, and I look forward to hearing your response.

Sincerely,
Ali

2-2 You are a high school teacher. A student of yours has just graduated with excellent marks from high school. This person wants to find work. Write an email to this student

- Explain how you feel about her high school grades.
- Explain why a college education is good.
- Explain why going to work instead of college is unwise.

GPT

Dear Student

First of all, **congratulations** on your graduation. I have to say I'm truly impressed by your high marks. Your scores completely **lived up to my expectations**. I'm genuinely proud of you, and if it weren't for your efforts, you wouldn't have achieved this success. I haven't forgotten how far you've come and how **diligent** and hardworking you are. You truly deserve to celebrate this milestone in your life **without a shadow of a doubt**.

Although you've reached this point brilliantly, **this is just the beginning**. Thanks to your **excellent results**, you now have so many opportunities to enter **top colleges**. I highly recommend **pursuing** college education. The reason behind my recommendation is that **the most likely path** to achieve your goals **runs through college**.

I know that some **entrepreneurs** have **succeeded** without going to college, but rare cases should not be used as a roadmap. Exceptional people have always existed, Cristiano Ronaldo is an example, **so is Bill Gates**, but not every **college dropout ends up successful**. Going to college is **vital** for most cases.

In a nutshell, If I were in your shoes, I would definitely go to college. But **at the end of the day**, you are the one who makes the final decision.

Wish you the best,
Ali

3-1 You saw a car accident. Now you have been asked to write a report for the police describing the scene.

To police

- **Explain when and where you saw the accident.**
- **Describe the road conditions, what you saw, and how many people and vehicles were involved.**
- **Explain who you feel was responsible and why.**

Dear Police Officer,

I would like to report an accident that I witnessed. It occurred on August 14th at approximately 8:00 PM in the Waterfront neighbourhood. The exact location was the intersection of Queens Quay and Yonge Street. The vehicles involved were a Mercedes-Benz (I'm not sure about the model) and a Chevrolet Yukon.

As far as I observed, the Chevrolet driver turned right at a red light without taking necessary precautions and struck the Mercedes, which had the right of way. Although turning right on a red light is legal in Ontario, it requires proper caution and attention to surrounding traffic. If my memory serves me correctly, a cyclist was also struck by the Mercedes, making the situation more complicated. Both drivers pulled over immediately. I believe the cyclist was injured, but I'm not sure how serious the injury was or how much damage occurred.

I'm not an expert, but where I stand on that is that the root cause was the Chevrolet driver's illegal and irresponsible turn. As you would know better than I do, if that turn hadn't occurred, the accident likely wouldn't have happened.

Thank you for your attention to this matter. Please don't hesitate to reach out to me for more information.

Sincerely,

Ali

13-1 Construction Safety Concern

You live across from an elementary school where a construction team is working outside. You notice that the construction site does not have a safety fence around it and that it is too noisy during class. You are worried about children getting hurt after school or having difficulty learning in class.

Write an email to the construction company.

- Describe what you have seen
- Explain why you are worried
- Suggest how they could work more safely

Dear Construction Company,

I'm writing to raise a concern about the construction work currently taking place in my neighbourhood. I live at 28 Freeland Street, which is close to Motion Elementary School. I've noticed that there is no safety fence around the worksite. **In addition,** the noise from the construction has become extremely loud during the day. **If I'm not mistaken,** the **peak hours of activity** are **between 10:00 AM and 12:00 PM.**

As you would know better than I do, safety must always be the top priority. The lack of fencing is extremely risky, **not only** for your workers **but also** for students in the area. If

proper safety precautions were in place and the noise was tolerable, I wouldn't be writing this letter.

I'm not an expert, but I **highly recommend** that you consult a professional safety company to ensure at least the minimum required safety measures are being implemented. I also believe proper licenses are required for construction work. **Regarding the noise, I would greatly appreciate it if you could shift the peak hours to later in the day, as the current timing overlaps with school classes.**

Thank you for your attention to this matter. I look forward to hearing from you.

Sincerely,

Ali

2 Survey

1-1 Your local newspaper is experiencing low sales of its newspapers since many readers are now choosing the online version. Its current number of online subscribers is now three times the number of print subscribers. The newspaper has sent a survey to all of its print and online subscribers to see whether there is enough demand to keep the print version.

(GPT)

I would like to suggest that publishing print versions should not continue.

Although the legacy newspaper has loyal readers, it's **wiser to look at the long-term picture**. In the past, whenever **we held on to** old habits instead of **adapting to** newer technology, it **often didn't work out**. These days, almost everyone owns a smartphone or a laptop, and people are becoming more **comfortable using them**. That's why investing in printing newspapers doesn't make sense anymore.

It's **also important to mention that** producing paper is harmful to nature and can worsen climate change. **In that sense**, we need to think about future generations. I **may not be** an expert in this area, but I **believe this is a serious issue that deserves extra attention**.

The reason behind my suggestion is that the local newspaper community and, in general, the whole world need to take a step forward. Overall, reducing paper use and switching to the digital world is a more practical choice.

1-2 Your company wants to allow some employees to work from home. Not everyone can have this choice because some jobs must be done at the office. The company wants to know if this is fair by surveying your opinion about working from home.

A work-from-home choice is fair

(GPT)

Where I stand on that is, the company should allow employees to work from home.

I fully understand that not all employees can work remotely. The nature of some jobs is simply not compatible with the idea of remote work. I also know for a fact that some managers can get the most out of their teams when interacting with them in person. However, I believe these challenges should not stop us from thinking creatively and staying open-minded about remote work, which is absolutely possible for a wide variety of roles.

I strongly believe that with efficient management and modern strategies, working from home can be just as effective—if not more so—than working on-site for many positions, such as software engineers, quality assurance specialists, software testers, and customer service staff. The key is using the right tools and methods to keep employees productive and motivated.

In addition, commuting to work increases energy use and harms the environment. This is another important reason to be considered.

In a nutshell, if a job can be done with a laptop and an internet connection, there's no reason it can't be done from anywhere.

2-1 Your children's grade 5 class teacher likes to take the children on field trips to museums or parks. Sometimes the teacher takes the children on public buses. Some parents are unhappy. They say the school should always use school buses even though it is more expensive. You have been asked to respond to an opinion survey.

Public Transit: I think it's okay for children to travel on public transit.

I personally think that it is perfectly fine to use public transport for our children's trip. I am saying that while I am fully aware of all potential trouble that might threaten our children's convenience.

On the one hand, public transport could be less convenient and it might get our children into some difficulties. On the other hand, it pushes our children beyond their comfort zone, and I strongly believe it will help them out in their future life. When it comes to personal development, how do they learn how to live if they do not face real life challenges? To be honest, in that sense, we, as a parent, used to spoil our older son, and I wish I had not done it. If we had let him try more public activities in society when he was a child, he would not be a spoiled boy right now.

What lies behind my decision is that our children should **get used to dealing** with strangers and public society **as long as** it is safe. **It is worth mentioning that** my opinion has nothing to do with money. **In fact, it comes highly recommended that** the budget could be **spent on** more fun activities instead of arranging a school bus.

2-2 Your community centre is surveying your opinion on a new event happening every Saturday in the park near your home. There are two events being considered. One suggestion is a vegetable and fruit market. The other suggestion is a second-hand furniture and appliance market.

I would like to have a second-hand furniture and appliance market every Saturday in the park.

Both events sound exciting and useful to me, but If I am supposed to choose one, I would prefer the second-hand furniture and appliance market.

What lies behind my decision is that, as you know, our area is relatively new and there are many buildings under construction. **In that sense, it stands to reason,** many residents, including me, **are still** looking for furniture. I personally have already bought some of my vital appliances, but **If I knew that we might have a second-hand market close to our place, I would definitely wait for that.** I have also tried to find some good quality second-hand stuff on facebook, but **it has been to no avail.** The second-hand market close to our building can be a game changer, and there is no doubt the neighbours will forget about the other choices. It is worth mentioning that the nearest furniture market is pretty far from here and relatively expensive **for no obvious reason** and you **should be aware that** this area is not a rich one.

I suppose I have mentioned enough solid reasons why I vote for a second-hand furniture market.

3-1 School Lunch Survey

Your children's school provides free school lunches. Usually the lunch is a hamburger, hotdog, or pizza. The children really enjoy the lunches. Some parents want to change the lunches so that the children eat salad or vegetables every day. The school asked you to respond to an opinion survey.

I would prefer they changed the lunches.

I would suggest that veggie lunches should be provided. Where I stand on that is we should stick to healthy diets for our children as much as we can.

On the one hand, I am fully aware of how fun it is for kids to have fast foods like hamburgers, hotdogs, fried chickens, and pizzas to name a few. I can vividly remember how thrilled I was the first time I tried pizza. **On the other hand**, our children's diet will be their eating habits in their future. **In that sense**, if the school attempts to adhere to a healthy life-style including a good diet as much as possible, our children will get used to a better diet, and accordingly a large number of potential diseases will be diminished. I wish my parents had worked on that when I was a kid. **What lies behind my emphasis is**, If it had not been for

fast foods advertisements on the media and **all over the place** when I was a kid/teenager, I would not have to **spend** so much time **at gyms on** compensating for those days.

The bottom line is, believe it or not, our mind can convince ourselves what is delicious and what is not. **Therefore, it comes highly recommended that** you should promote healthier foods to our children especially when their mind is still so flexible and their **subconscious** mind has not completely formed yet.

3-2 Your company has extra money to spend on office upgrades. Your boss wants to build 5 additional parking spaces for the employees. One of your co-workers, though, suggests building 30 bike stands to promote a healthy lifestyle instead. The company asked you to respond to an opinion survey.

I would prefer to have more parking spaces.

I would recommend having parking spaces.

On the one hand, I am fully aware of the benefits of bike stands, **health-wise** and **economic-wise**. It will encourage people to use bikes more than cars and accordingly, it will **lessen** the air pollution issues. **On the other hand, it should be considered,** in Toronto, it is not **practical** for everybody to use their bike as a transportation vehicle. **If** commuting via a bike was a **feasible** option, **without a shadow of a doubt,** I would definitely vote for bike stands. **A majority of** colleagues, including me, need to commute from afar. **In that sense,** we all need to drive to **get to work**, and you must know, internal parking lots are not **adequate** for all staff. **It is worth mentioning that** finding parking spaces close to our office have always been considered a big concern/challenge since parking spaces outside are either

too far or too expensive for no obvious reason. I, personally, have tried all possibilities, and it has been to no avail.

What lies behind my vote is that it is measurable how many coworkers need to drive for commuting, and I assume, sooner or later, we will definitely be in need of more parking spaces.