

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

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

What lies behind my emphasis is that

It has been to no avail

It is now being hailed by many westerners

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

what lies behind my emphasis is that

here is my gratitude for

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.

Dear Canada day community picnic organizer

Here is my gratitude for the fantastic well-organized event. **If it had not been for all your efforts, I would not have been able to** spend such a memorable time with the lovely people in a friendly environment **of such kind.**

I have noticed foods were so diverse and it was not clearly obvious what each food contained. **What lies behind my emphasis is that** some people may have allergies to specific ingredients such as nuts or seafood. It is worth mentioning that in some cases, allergies could be fatal and in that sense, **it would be advised to** take them seriously.

It comes highly recommended that some requests should be made to participants to provide an ingredient list per dish for the event next year. The necessity of providing an ingredient list could be mentioned and emphasized via either the event website or event catalog instruction.

I strongly believe that providing ingredient lists will help all guests to have easier choices with less doubt about what exactly they would like to have **without putting their health at risk**.

Thank you for your consideration and I am looking forward to hearing your feedback on that.

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.

Dear Sambro Housing Agency

Since I have registered for a six-month computer training program at Sambro Community College, I need to rent a room preferably near College on around **December 4th**.

Either a private studio or a private room in a flatshare **could live up to my expectations**. Some requirements **must be met** such as wifi, being furnished, and a shared clean kitchen. Of course, **the priority has to go to wifi**. It is an **added advantage** if the place has either a balcony or a shared yard; moreover, **It would be dreamy** if the room has a large TV screen.

I would like to request a proposal including different options and rent costs. Please mention if the room has inclusive utility costs, and in case the rent does not cover the utility cost, I would like to know an estimation about all other expenses.

What lies behind my emphasis is that since December is approaching, **I would much appreciate** it if you give me the current vacancies matching my requirements as soon as possible.

Thank you for your consideration and I am looking 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 (REVIEWED)

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

To whom it may concern,

I would like to register my complaint. I live in Amstel Street 343, Amsterdam, and my postal code is 1096GG. I moved here two years ago, and although my place is so close to Vondel Park, it used to be fairly quiet and peaceful until recently, some teenagers have been hanging out in the park at night and making too much noise.

It is worth mentioning that I am an employee in the bank and as you may know, working in the bank is very disciplined. **The aforementioned people** usually hang out after midnight, **and** sometimes it is impossible to sleep, **which** is not something that I can compromise; **otherwise, I would not ask you to bother with it.**

I have tried to give them a **gentle** warning a couple of times, but **it has been to no avail**. I wish I would not have to write this complaint. However, I hope you can **enforce a form of curfew** or officially ask them to **noise down**.

The local residents and I would much appreciate your consideration on this matter.

Regards
Ali Sharifi

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.

Dear student

First of all, **congratulations on your fantastic marks this semester**. Your score completely **lived up to my expectations**, and I am so proud of you and myself for having such diligent students like you.

The main concern I am trying to convey in this email **which** you may neglect is, how important and **vital** is a college education. Although **among the majority of people the college degree is believed to have nothing to do with career successes**, I strongly disagree. **It has been proven there is just a tiny percentage of people who are successful without a college degree.**

I totally understand you are already qualified for many job positions, and I can imagine how tempting it is to **join the industry** as early as possible. **Moreover**, it is always more exciting

and fascinating to earn money in youth. What lies behind my emphasis is, if you want a promising future ahead, this would be a hasty decision for your future.

Of course, This is your life and I am not the one making your critical life decisions. However, were I in your shoes I would definitely finish my degree before jumping to work.

Regards
Ali Sharifi

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.

To whom it may concern,

I would like to report the car accident that I was a witness of. It occurred on Dec 4th at approximately 2 PM in the intersection of Amstel Street and George Avenue.

Regarding the detail, Car A(a Mercedes A-class) was trying to pass Car B(a Fiat500) in Amstel Street. As you may know, Amstel Street is too narrow to be able to get past another car in. Moreover, the Fiat was too slow, and I can remember the car behind was honking continuously to get the way. Exactly in the intersection once the light turned green, Car A

tried to pass Car B unsuccessfully; Therefore, it hit the right back side of Car B. Immediately, both drivers pulled over to the side and got out of their cars **shouting at** each other.

Although I am not an expert at this, **If I were to judge**, I would say Car A must be guilty for the accident since regardless of how many times the driver honked to warn, it is not acceptable to pass other cars in **a narrow street of such kind**.

I hope my observation will help your judgment regarding the accident, and in case more details are needed, please do not hesitate to **reach out to me**.

Regards

Ali Sharifi

3-2 You have borrowed money from your bank. You agreed to repay a fixed amount every month. However, it will be difficult to pay any money back this month. **(NOT REVIEWED)**

- State the amount of money you borrowed and the repayment schedule.
- Explain why you borrowed the money.
- Explain the reason you cannot pay any money this month and why you will be able to pay next month.

To whom it may concern,

I borrowed 10,000 dollars from the bank six months ago. It has been arranged to pay 200 dollars monthly. I would like to ask if I could postpone my payment this month exceptionally.

What lies behind my loan was that I was trying to buy an apartment in Amsterdam. Although my other bank account helped me with the mortgage, I was not able to afford the downpayment. Here is my gratitude for your loan, and I have to say, but for your help, I would not have been able to buy my apartment.

Recently, I have been informed, my place needed a major renovation, and it was not something I could compromise, since it may be **critical** for the entire building. **Moreover**, the

government **has made** the minimum renovation **required** in our area. I have been trying to **fulfill** all renovation costs **with** my savings, but **it has not been to no avail**. **Therefore, It would be much appreciated** if I could **postpone** my payment this month without any penalty.

Since Christmas is approaching, I am supposed to receive my holiday allowance from my company. **By doing so**, I can guarantee that I will pay my payment next month along with my debt.

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

Regards
Ali Sharifi

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.

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

Although the legacy newspaper has its own fan, it is wise to see the long-term perspective. **In retrospect**, whenever we have adhered to legacies instead of more progressive technologies, it has not been to no avail. **Not a single person can you find these days who** does not have either a laptop or smartphone and as time goes by, people **will get used to using it** more and more. Therefore, it does not make any sense to invest more in printed newspapers.

It is worth mentioning that the procedure of producing papers is extremely harmful to nature and can **deteriorate** the crisis of **climate change**. **In that sense** we must think about the next generations. **I have a nodding acquaintance with the relevant details**, however, it is a **vital** concern that should be considered.

What lies behind my idea is that, I fondly believe, not only the local newspaper but also the whole world should take one step forward, and generally speaking, **discarding** papers would be practical.

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

I would highly recommend that the company should **allow** some employees **to** work from home as much as possible.

I fully understand it is not **practical** having all employees working remotely. However, I should emphasize, It is not a matter of justice. What lies behind my emphasis is that there are some solid benefits with the idea of working from home which we can not ignore or miss.

Commuting to work will be drastically reduced, by doing so, air pollution and, accordingly, critical crises such as global warming will be improved. In that sense, If I were to work as a manager in the company, I would not neglect what I exactly would be compromising in case of not establishing working from home. Moreover, commuting **will waste so much of many employees' time**, therefore, better performance will be expected in total.

On the debit side, it is totally valid that some employees are not satisfied with the situation since they can not take advantage of working from home. **Where I stand on that is**, while the

infrastructure must improve to facilitate everybody to work from home, it is reasonable to provide aforementioned employees some bonus regarding working at the office.

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.