

## Probable problems

To write this letter you must:

- use formal language
- ask for information
- give information about yourself

It is a polite formal letter. So which of these will you include in your opening and closing?

## Language pre-check\*

Before you write anything, how many mistakes can you find in these examples?

Asking for information:

I would have details of your scheme.

Please tell me me how do I apply work in Australia?

I'm interesting to receive more information about Summer jobs in England.

Giving information about yourself:

I am born on 1979.

I am student nurse

I am coming from France originally, but living now in Switzerland.

Stating preferences and wants:

I'd rather prefer conservation work if possible.

## Saying the right things in the right order

- 1 Use your ideas to write the first draft of your letter. It should be between 120 and 180 words. (Do not put any addresses or dates on it.)
- 2 Read this first draft and make a note of any problems in these areas:
  - unnecessary information
  - things forgotten
  - missing information
  - unnecessary things asked about
  - information in the wrong place

Dear Sirs

I have read your advertisement. I was impressed.

I am interested in working in an English-speaking country. Please send me full details of the scheme and how to apply.

Could you tell me whether I would be responsible for travel arrangements or whether you can make them. Can you inform me, also, of the amount of pocket money I can expect to receive and what type of accommodation is offered.

I am tall and strong. I was born on 3rd April 1978. I am a student, currently attending college studying economics and psychology.

I would prefer to work in Canada. However, if this is not possible, please send me details of what is still available, as I would be very happy to consider alternatives.

My course finishes in June next year and I intend to travel and work abroad for a period after that. Then I want to become a lawyer like my father. I am particularly interested in farmwork because I live in a town and want to get an outdoor job. I really love the open air because I believe it does you good.

I look forward to hearing from you.

Yours faithfully



## Focusing on the theme

### PAIR WORK DISCUSSION

Why might it be a good idea to work in an English-speaking country at least for a short time? Put these ideas in order of importance:

- it's good to meet people from different countries
- hard work does you good
- it's good to live in another culture
- you can learn a skill
- you make some money
- you can improve your foreign languages

## The situation

You are a student and over 18, specialising in the English Language. In the summer you have three months' holiday, during July, August and September. You are wondering what to do during the holidays when you become interested in this advertisement in the newspaper

Read it, and do the activity that follows:

### FRIENDSHIP INTERNATIONAL OPPORTUNITIES TO WORK IN AN ENGLISH-SPEAKING COUNTRY

If you are over 18, you can work for one, two or three months in Britain, Canada or Ireland this summer!

Choose from: Farmwork – Working on a children's camp – Conservation – Fruit-picking – Hotels and catering – Healthcare and hospitals

Pocket money and accommodation provided.

Apply now! Places are very limited.

For more information, write, giving personal details and preferences, to Friendship International, PO Box 123, London EC5 4RD, England.

### PAIR WORK DISCUSSION

- 1 Who or what is Friendship International, do you think? *language bottling p18*
- 2 What kind of work can you do? (What kind of work are you interested in?) *Farm...*
- 3 What do they tell you about when you can work there? Do they tell you enough? *only months*
- 4 Do they tell you enough about money and accommodation? *not really*
- 5 How do you find out more? *contact*
- 6 And what must you tell them, do you think? *over 18*

## Planning your letter

What is the main point of your letter?

Choose from the list

- (i) to tell Friendship International you're interested
- (ii) to get further exact information
- (iii) to find out how much you'll be paid
- (iv) to find out what other nationalities take part
- (v) to find out the origins of Friendship International.

## Deciding what to say – and the order to say it

On the basis of the advertisement, and what you have discussed, list:

- 1 what you want to ask Friendship International about
- 2 what you want to tell them, and
- 3 the order of the things you have chosen to include.