

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 ^{like to} ~~me~~, how ~~do~~ ^{can} I apply work in Australia?
I'm interesting ⁱⁿ ~~to~~ receive more information about Summer jobs in England.

Giving information about yourself:

I ~~am~~ ^{was} born ~~on~~ ⁱⁿ 1979.
I am ^a student nurse.
I am coming from France originally, but living now in Switzerland.
I originally came from France, but I am now living in Switzerland.

Stating preferences and wants:

I'd rather prefer conservation work if possible.

I'd ~~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