

a Plan an email applying to do voluntary work. Choose one of these situations. Make a list of reasons why you would be suitable.

- A website is advertising for volunteers to work in an international summer camp and organise activities for teenagers.
- A voluntary organisation wants helpers to make contact with English-speaking families living in your country and help them to adapt to your culture.
- A large secondary school in your area wants volunteers to give talks to pupils about different jobs and to help them decide on a future career.

b Write the email. Include:

- an opening sentence, explaining why you are writing
- two or three paragraphs, explaining why you are suitable
- phrases from 3a and 3b
- a final sentence to conclude the email.

A website is advertising for volunteers to work in an international summer camp and organise activities for teenagers.

// why i am writing

// 2/3 paragraphs why i so cool

// use previous tasks results

// result

fluent /

very sociable /

good at communicating /

i am sure /

i am in an excellent position to understand /

through knowledge of the ... /

i have always been very keen on learning about other cultures /

strongly believe /

i would be more than happy to give up my free time /

i'm certain i could make a valuable contribution /

	The speaker is making a rule	The speaker is describing somebody else's rule	
		Present	Past
Strong positive obligation	You must wear a helmet. I won't let you ride without it.	We have to / need to wear a helmet. It's the law.	We had to / needed to wear a helmet to go on the motorbike.
Strong negative obligation	You must not / mustn't remove your helmet. It's far too dangerous.	We're not allowed to / can't remove our helmets. The instructor will get very cross with us.	We weren't allowed to remove our helmets.
Positive obligation	I think you should give / ought to give the money back.	I'm supposed to give the money back, but I don't want to.	I was supposed to give the money back, but I forgot.
No obligation	You don't have to / don't need to / needn't buy a ticket.		You didn't have to / didn't need to buy a ticket.
Permission	Yes, it's OK, you can go home.	I can / I'm allowed to go home now.	I could / was allowed to go home before 5pm.
No permission	No, I'm sorry. You cannot / can't go home yet.	I can't / I'm not allowed to go home yet.	I couldn't / I wasn't allowed to go home early.