***Task 1:***

Letter 1:

Your child is going away on a school trip for three days to another country. The head teacher wants some parents to join the trip and you would like to go.

Write a letter to the head teacher. In your letter:

* Say why you would like to go
* Suggest what you could do to help during the trip
* Ask some more questions about the trip

Start your letter with Dear + Name

Letter 2:

You have seen an advertisement in an English newspaper for a job working in the City Museum shop during the holidays. You decide to apply for the job.

Write a letter to the director of the Museum. In your letter:

* introduce yourself
* explain what experience and special skills you have
* explain why you are interested in the job

Start your letter with Dear + Name

Note: write at least 150 words

***Task 2:***

Leaders and directors in an organisation are normally older people. Some people think younger leader would be better. Do you agree or disagree?