

You should spend about 20 minutes on this task.

You play a team sport with some friends. Last week a member of the team had an accident and wasn't able to play with you during the weekend. You decide to write to him in hospital, telling him about the match. Write a letter to your friend. In your letter:

- **tell him which team won**
- **describe the conditions on the day**
- **say how you felt about the match**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Frank,

I was so sorry to hear about your accident! I hope you're feeling a lot better today and that it's not too boring in hospital.

(Expresses sympathy and asks about the reader's health.)

The match on Saturday was disappointing. The score was 2 all, probably because you weren't there to score that extra goal! The awful thing was that we were winning until 10 minutes before the end, when suddenly they scored another goal. I was so shocked when I saw the ball hit the back of the net.

(Tells him the score and briefly describes how you felt about the match.)

I think the weather was to blame. It was a really wet day and the pitch was very muddy. By the end of the game you could hardly see the grass and we were sliding around in the mud. Everyone was exhausted.

(Mentions the weather and conditions.)

Let us know when you're going home and we'll arrange for someone to bring you to watch the next game. The rest of the team send their regards and we all wish you a speedy recovery.

(Finishes with good wishes.)

Best wishes,

Charlie

You should spend about 20 minutes on this task.

You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help. Write a letter to this friend.

In your letter:

- **give details of your study plans**
- **explain why you want to get a part-time job**
- **suggest how your friend could help you find a job**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Sara,

My departure date for Canada is drawing near, and I am busy with preparations. I have enrolled at an institution called 'IDT English' in Ottawa, for a four-month intermediate course, full-time. It is quite expensive but I am hopeful of improving my pronunciation, especially.

To assist in covering the costs of my study, I aim to find a part-time job. Not only are the college fees rather high, but also I know that rental accommodation in the capital city will not be cheap, to say nothing of food and heating expenses! So I would very much like to arrange some temporary employment before I arrive.

I was wondering if you could ask around among your friends and colleagues to see if anyone wants a house-cleaner, gardener, or nanny for their children. I know you have a wide social network in Ottawa which you could canvas for me, if you wouldn't mind. I'd be so grateful.

I look forward to seeing you soon.

Best wishes,

Helen

You should spend about 20 minutes on this task.

You are studying a short course in another country. Your accommodation was arranged by the course provider. There is a major problem with the accommodation.

Write a letter to the course provider. In your letter:

- **Say what the problem is.**
- **Describe the accommodation you thought you were getting.**
- **Ask the provider to solve the problem.**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Mr Watterson,

My name is Andrew Fish, and I am taking an eight-week intensive English course at Oxford House College. My company is paying for my tuition, and I am using my summer vacation to study. It is expected I will pass an English Proficiency Test as a result, and be transferred abroad. Therefore, it is rather important to me that I am able to study in the best environment.

I am staying in Phoenix Hostel on campus. While my room is pleasant and the facilities are very good, the hostel is extremely noisy. When I organised my accommodation, I was assured I would be staying only with post-graduate or intensive-course students. However, most of the people in this hostel are doing summer-school courses due to academic failure, and they are all under 22. It seems to me they are enjoying one long party: certainly no one observes light out or turns down music despite being asked to.

I wonder if I may be moved to a hostel which is more conducive to serious study, or I may use the remainder of my accommodation fee to go towards payment for a hotel.

I look forward to hearing from you.

Yours sincerely,

Andrew Fish

You should spend about 20 minutes on this task.

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**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Sir / Ma'am,

I'm writing to apply for the holiday job which you advertised recently in the newspaper. I am a twenty-one-year-old student and I speak English quite well. At present I am in my second year studying History at Lincoln College and I am very keen to have a holiday job this summer. I am extremely good at adding up, so I think I would be an asset to your shop.

My term finishes on 5th July and I am free until 20th September. Last year I worked in a restaurant serving tourists from all over the world and I enjoyed it very much. I would like to have the opportunity to meet people and practise my English again.

I enjoy going to museums and am particularly keen on history. Last year I went to an exhibition of Ancient Greek objects which was held in London. I have often been in your museum and am familiar with the items you have. I do hope you will be interested in my application.

I look forward to hearing from you in the near future.

Yours faithfully,

Dimitris Boudramis

You should spend about 20 minutes on this task.

You are looking for a part-time job at a football club.

Write a letter to the manager of the football club. In your letter:

- **introduce yourself**
- **explain what experience and special skills you have**
- **tell him/her when you think you could start**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Sir/Madam,

I am a 21-year-old student and I am studying Sports Coaching Science at St Mary's University. I have been studying there for the past three years. I am writing to ask if there are any part-time job vacancies at your football club.

I really enjoy sport, and my areas of particular interest and experience are Football, Rugby and Cricket. I have had some experience of coaching for these sports over the past three years that I have been at the University. Last year, I worked in the holidays at a football club in my own country. I will be able to provide references from this summer job and also from my teachers at the university.

I would prefer to work in the evenings and at the weekends, as I have classes during the daytime, and I can start from the beginning of November.

I look forward to hearing from you in the near future.

Yours faithfully,

Adam Lawrence

You should spend about 20 minutes on this task.

You saw an advertisement for a tennis course in England but you have one or two problems and can't stay the whole course.

Write a letter to the course director. In your letter:

- **explain your interest in the course**
- **describe your problems**
- **find out if a refund is possible**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Sir or Madam,

I'm writing **in** response to your advertisement on your website **for** a tennis course in Bath, England.

I have always wanted **to** play tennis so I'm very interested **in** joining the course; however, I do not have my own racquets and don't wish **to** buy racquets at this time. Is it possible **for** me to hire racquets and balls **for** the duration **of** the course? Also I have poor eyesight and have to wear glasses all the time. I would like to know if your course is suitable **for** someone like me.

I'm afraid that I have to be back **in** Malaysia **by** 31st December so I am unable to stay **in** England for the whole three weeks. Is it possible for me **to** get a partial refund if I want **to** leave one week before the end **of** the course?

I'm looking forward **to** hearing **from** you.

Yours faithfully,

Philip Wong

You should spend about 20 minutes on this task.

You are due to move into a rented apartment next month but you will not be able to because you have some problems.

Write a letter to the landlord. In your letter:

- **explain your situation**
- **describe your problems**
- **tell him/her when you think you can move in**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Miss Berry,

As you know, I have rented 41 George Roche Road from you for six months from 15th August. However, I am afraid I will no longer be able to move in on that date, as my plans have had to change because of illness.

During the summer vacation, I was working in a company as a Project Manager. Towards the end of my shift, I slipped and fell on a wet floor and broke my wrist. Luckily, it was a clean break and didn't require surgery. However, it is my right wrist, and so I am unable to write for the time being.

At present, I am at home in Kuala Lumpur until the plaster can be taken off – I think this should be in the last week of September. I will then return to my course in Canterbury and take up residence at 41 George Roche Road.

I hope this will not cause you any difficulties.

Yours sincerely,

Rachel Yu

You should spend about 20 minutes on this task.

You are a student at an English language school in Brighton and are living in private accommodation with other flat mates. You have not had hot water or heating for some time. The landlord's workmen have tried to fix the problem but without success.

Write a letter to the landlord. In your letter:

- **state your reason for writing**
- **describe the problems and explain how you feel**
- **propose a solution and risk the landlord to take action**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Mr. Jones,

I am one of the tenants at your property in Upper Lewes Road, and am writing to complain about the fact that we do not have any hot water or heating in our house.

As you know, we have been living in this house since September and have always paid our rent on time. However, we have had no hot water for last two weeks. This is making our lives very difficult, especially as it is now the middle of winter. Last week you said you would send a workman to our house within 3 days, but no one came. After calling many times, the workman eventually arrived at the house 5 days later. Unfortunately, he said he could not fix the problem because the boiler was too old! We are now extremely unhappy about this solution.

We are prepared to continue to rent your house but please arrange for emergency repairs to be made. We also request a 40% discount on our rent for the period we have been without any hot water or heating.

We look forward to hearing from you.

Shannon Brown

You should spend about 20 minutes on this task.

You are going on a short course to a training college abroad. It is a college that you have not been to before.

Write a letter to the accommodation officer. In your letter

- **give details of your course and your arrival/departure date**
- **explain your accommodation needs**
- **ask for information about getting to and from the college**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Sir/Madam,

I am writing to inform you that I will be attending the Advanced Life Insurance course, being held from Tuesday 24th April until 27rd April, at the University of Hartford.

I will be arriving on the afternoon of Monday 23th and will be leaving on the morning of Saturday the 28th of April, so I will require a single room for this time. I would prefer my own bathroom, if this is possible, but do not mind sharing if I have to; however, as I am wheelchair bound, the room will have to be disability friendly. Could you please tell me how much this will cost and how I should make a payment? Do you accept VISA?

As I do not know the area, I would also be grateful if you could provide some information about getting to and from the University. Will I need to take public transport from the station or is there a University bus service? Any information on what to see and do in the area would also be greatly appreciated.

Thank you for your assistance.
Alex Jones

You should spend about 20 minutes on this task.

You are looking for a part-time job.

Write a letter to an employment agency. In your letter

- **introduce yourself**
- **explain what sort of job you would like**
- **and say what experience and skills you have**

Write at least 150 words.

You do **NOT** need to write any addresses.

Dear Sir/Madam,

I am a German national from Heidelberg and at present I am studying for a Master's degree in Commercial Law here, at the University of Bielefeld, where I have been for the last two months.

I am looking for a part-time job and I wonder if you can help me. Probably, I would like an office job, perhaps working as a secretary, office administrator or typist. I can only work during the afternoons and at weekends as my university studies occupy most of the day. I would be ready to start immediately.

I am a competent typist and I am computer-literate. In addition, I speak Polish and German fluently and I have been learning English for the past three years. While I studied for my degree, I worked as a part-time office manager for an import-export firm in Heidelberg. In recent years, I have also had temporary summer jobs as a hotel receptionist in Mannheim, Germany.

I am looking forward to hearing from you,

Yours faithfully,
Heinrich Bukowski