Write an e-mail to invite your pen-pall John, living in CAMPODIA to visit Binh Duong- your home town.

In your letter you should write:

* Greet your friend and tell her the reason
* Give him information about accommodation
* Places to visit and famous food
* Things he should bring to VN

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You are Henry, you are studying in another city. Write a 250 words letter to your brother in your letter you should write:

* Introduce your new place ( your new school, your new city)
* Tell him about your daily activities
* Tell him about where you are living

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Choose 1 or 2

1. Write an email to apply for the shop assistant job at Mode Fashion. Follow the instruction below:

* Say how you known / heard about the job
* List the skills that match the job advert.
* Say if you can start immediately.

1. Children watch too much television nowadays and this is bad for their education and development. How far do you agree with this statement?

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You are Mary, you have seen an advert in a newspaper for a job working in the City Shop during the holidays. You decide to apply for the job.

In your letter of application you should:

* Introduce yourself
* Explain what qualifications, experience and special skills you have
* Explain why you are interested in the job

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**COMPLAIN LETTER**

+ Giới thiệu bản thân

+ Lý do viết thư

+ Vấn đề gặp phải

+ Mong muốn cách giải quyết vấn đề từ công ty, nhà hàng, khách sạn,..

Dear…,

Introduce your self : 2-3

I am writing this letter to complain about your restaurant’s service/ food.

I went to your restaurant/ the + teen nha hang, khach san…+ thoi gian last week, yesterday, two days ago,…

Bạn đã ăn món gì, gặp phải vấn đề gì.

I requested a chicken, noodles and a soup. When the waiter/ waitress brought out the food, It was really bad. The chicken was over roast, therefore, it turned into black. If I ate it, I could got cancer. In addition, noodles is sweet like a cake. Soup was so cold as well…..

I felt your restaurant’s service was so bad. I hope that you can remind your chef before bringing the order for the customer.( To me, I will never come back to you restaurant) To me, I need an apologize from your restaurant.

I am looking forward to seeing the best dishes next time.

Ki ten sign your name ( thanks and best regards, )

**INVITATION**

From:/To: /Subject:

Dear Jane,

I have not met you for a long time, how are you? How about your parents? Are they still fine? I really miss you my dear lovely friend.

I would be very happy if you spend a little time to my birthday party next week. The party will be held at 6.00 pm next Sunday at……….I will decorate plenty of bubbles and flowers. There are some wonderful pictures about our memories. You will be surprise if you see my idea. I prepare a special meal with…. . I know that … is your favorite food so I hope that you like it.If you can come, please prepare yourself for the white costume because I will hold a contest to find out who has the best outfit. In that day, the party also welcome a special guest that my parent invited. That is …. Singer who will come and sing for my birthday. Arrival, you remember not to prepare gifts because you are the precious gift for me.

Love.

**1. Advising a friend about a holiday**

An English-speaking friend wants to spend a two-week holiday in your region and has written asking for information and advice. Write a letter to your friend. In your letter:

• offer to find somewhere to stay

• give advice about what to do

• give information about what clothes to bring

Dear Adna,

I am so excited to hear that you're coming to my city, here's some information that I think you will find useful.

For accommodations, you are more than welcomed to stay with me and my family, who by the way sent their best wishes. Or, if you prefer, I can book you an affordable but comfortable hotel near city centeal, where you can have more privacy.

There are lots of things to do in my city, and I volunteer to be your tour guide. I can take you sightseeing in the central area, and while we're there. I will introduce you some of the delicious traditional cuisines that my city has to offer. You should definitely visit the beach, it is a great place to relax and recharge; especially after a long semester that you've had. In addition, there is a theme park called Dam Sen, which is one hour by bus from the central, you should spend one whole day here.

The weather is my city is usually warm and humid so bring your loose and comfortable clothes. However, it is the middle of rainy season, so bring raincoats and your umbrella just in case. The sun is quite strong here so definitely bring your sunscreen.

Let me know exactly when you flight arrives so I can pick you up at the airport. We have so much to catch up on.

Love,

Trinh

**2. You have bought a new mobile phone and in a few days after purchase it has stopped working. You spoke to the company representative a week ago but the phone has still not been repaired.**

Write a letter to the company. In your letter

– introduce yourself

– explain the situation

– say what action you would like to company to take.

Dear Sir

I am Tram, the resident of Binh Duong. I am writing to bring to your attention a problem that I am facing with your warranty service on the purchase of a mobile phone ‘Samsung Galaxy’ from one of your stores at the city centre on 12st of May, 2018

The mobile phone worked fine for the first few days, but as soon as I started using the mobile camera suddenly stopped working and I am also experiencing an issue with the touchscreen.

I haven't store much data on the phone but then also the mobile speed (performance) has reduced drastically as compared to when I bought it. Since this phone was covered with a 1-year warranty, I immediately sent it back to your store. The customer service representative intimated me that the phone will be repaired in few days, and will be dispatched to my home address. But to my dismay, when I spoke to the sales representative a week ago, I was shocked to discover that they had not even sent the phone to the repair store yet.

As per the contract, I am entitled to get my cell phone replaced as it has not been repaired in the 6 months from the date that I claimed warranty.

I would highly appreciate if you could look into this matter. My phone is still under warranty and I would like you to replace this faulty set with a new one.

Looking forward to a swift action on this.

Sincerely,

TRAM

**3. You are studying English at a private language school attended by many international students. You are planning a surprise birthday party for a friend who has been feeling particularly sad and homesick. Write to another classmate and invite him / her to the party. In your letter:**

• explain the reason for the party

• give the date and time of the party

• suggest what the classmate could bring to the party

Dear Enda,

I am writing this letter to invite you to a birthday surprise party that I am planning to hold next weekend. Do you know our new student? Hers name is Lyly and she has been studying in our school for a month now. I bumped to her yesterday and she was feeling blue. I think it’s because of she misses home. As international students, we know that it takes time to adjust to the culture and lifestyle of another country. I found out that Lyly’s birthday will be next Saturday and I think that this party will really cheer her up. So birthday will start at 6 p.m. in our room next Saturday!

We will need a lot of things for this party such as food, drinks, music and some balloons. And also we will need someone to decorate a room for the party. So we need all the help that we can get. Moreover we all know you as a great cook. As a favor, maybe you can create your famous birthday cake for the event. I think it would be a great surprise for the celebrant!

I look forward to your reply. And I hope you would be able to join us in this meaningful event.

Sincerely yours,

VY