LETTER WRITING

Application Letter

When writing a letter in reply to an advertisement in the papers, deal with every point in the advertisement. First and foremost state your full postal address followed by the current date. Below this, mention the name and address of recipient as indicated in the advertisement. Start each line from the left margin. Use a salutation appropriate of the recipient, example, Dear Sir or Dear Madam. A subject matter relevant to the advertisement may be included below the salutation.

In the first paragraph refer to the advertisement stating the name of the papers in which you saw the advertisement and the date of issue. This information should follow or proceed a statement that you are applying for the advertised post, the name of should be mentioned.

Start a new paragraph with particulars about yourself age and education. In the next paragraph give details of any work experience and mention the names and addresses of employers. Include name and addresses of two references.

In the last paragraph promise to work to the best of your ability if appointed and mention when you are available if interviewed. Include a telephone contact. Supply a RÉSUMÉ if required. The complementary closure must correspond to the salutation, example, yours faithfully. Lastly, sign your name.

T E L E P H O N E S E R V I C E S

LOCAL CALLS

A local call is a telephone call made from a private or public telephone to another in the same call area or exchange. Hence all local calls have the same area code or group are codes within the same exchange.

If a public pay phone is used, the caller has to put coins into the telephone box to stop the pay tone before he/she can speak to the person. If the caller has a private/business telephone but has to use a public telephone when away from his/her office/home he/she can arrange with the operator for the cost of the call to the desired to his/her telephone bill.

The operator will first confirm verify whether the caller has a private/business telephone by calling his/her office/home of someone to verify the caller before allowing the call to be made without payments.

There is a FLAT RATE of local calls no matter how long the calls take.