

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

You have a full-time job and are also doing a part-time evening course. You now find that you cannot continue the course.

Write a letter to the course tutor. In your letter

- *describe the situation*
- *explain why you cannot continue at this time*
- *say what action you would like to take*

Write at least 150 words.

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

Begin your letter as follows:

Dear