

LETTER WRITING

Exercise 1

Write a letter arranging a skiing holiday to a ski resort in Italy:

Do a draft first making sure that all the words are spelt correctly.

Address your letter to:

The Manager
Lake Garda Ski Resort
ITALY



- Ask about the surrounding area.
- Is there a river near by because one of your party enjoys canoeing?
- Can you do any white water rafting in the area?
- When is the season for skiing?
- Is there a guided tour around the resort?
- What activities are there for the children?

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Exercise 2

You would like to visit London in March.

Write a letter to the London Tourist Board asking them to send you some details.

You are interested in archaeology and would like to know if there will be any digs that you could visit.



You would also like details of any guided walks that will be taking place during your visit.

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Exercise 3

Write a letter of application for the position below.

SITUATIONS VACANT

Cattery requires young person to help look after the cats. Room for 200 cats at any one time. Applicant must like animals and be able to work unsocial hours.

Apply to: CATS R US
The Sanctuary
Moggie Road
Purrfect
MI OUW



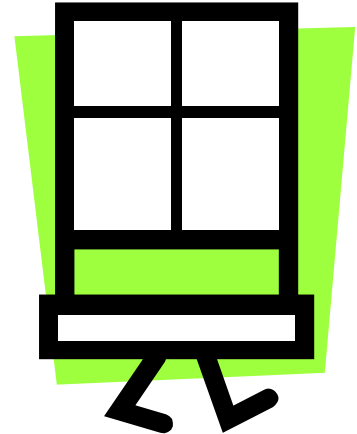
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Exercise 4

Write a letter of application for the position below.

SITUATIONS VACANT

A Manager is required by a local company that manufactures windows. The applicant must be in good health and like working in all weathers and at high levels.



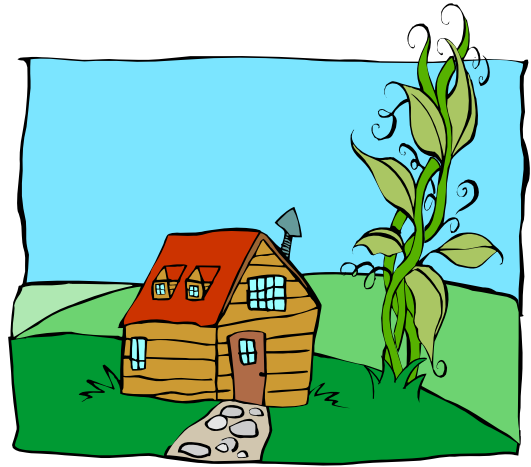
Apply to: Windows 4 U
The Glazing Company
Frame Road
GLASGOW
Scotland
RU3 7YG

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Exercise 5

You have just returned from visiting your friends. They live in a quiet part of the town and you would like to know if there are any properties in their area for sale.

Write a letter to the local estate agents outlining details of the type of property you require.



- Do you want a house, flat or bungalow?
- How many bedrooms do you require?
- Do you want a detached or semi-detached property?
- Do you want a large or small garden?
- Do you want to be near to local amenities?
- Do you need a garage?
- Do you want a study?
- Do you require a downstairs cloakroom?
- Any other requirements?

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Exercise 6

While out walking your dog you have fallen on a tree root that has grown through a paving stone. You have badly cut your knees and sprained one ankle and one wrist and decide to complain to the local council.



Write a letter to the local council:

- Give details of your accident.
- Give directions to the accident location.
- Ask for this tree root to be removed before another accident occurs.