

**4 Writing**

**Situation:** You are interested in doing a period of work experience at a company in Britain or North America. You can apply to the following firms:



Cranebank  
PO Box 59  
Heathrow Airport  
Hounslow  
Middlesex  
TW6 2SL  
Email: [hr.1.recruitment@britishairways.com](mailto:hr.1.recruitment@britishairways.com)



IBM Corporation  
1133 Westchester Avenue  
White Plains, New York 10604  
United States



**invent**

**Hewlett-Packard Company**  
3000 Hanover Street  
Palo Alto, CA 94304-1185  
USA



**Marriott Royal Hotel**  
**College Green**  
**Bristol**  
**England, Great Britain BS1 5TA**

Write a letter of application to one of the firms above for a period of work experience. At least two of the following points should be mentioned in your letter plus one other aspect.

- Your experience with this sort of work/your training
- Your interests
- Your reason for applying for a period of work experience
- Your reason for wanting to work in Britain/North America

You decide to write for more information. Write the letter using a suitable greeting and a suitable closing formula.

Before starting the letter, decide on **the order** in which you think the four points should be included as well as an appropriate **introduction** and **close**. Include **your address** and **the address of the company**, also the **reference line, date, salutation** and **closing formula**.

You have 30 minutes in which to write the letter.  
Please write 150–200 words.



## 4 Letter Writing

You see the following advertisement in a newspaper.

### International Culture Festival – Harrogate, Yorkshire, England

The International Culture Festival was run for the first time in 1992 and has been held every year since then. It is a non-political event open to all those who are interested in finding out about culture and customs in other countries.

Our aim is to promote international understanding. Please come along and present the culture and customs of your country to others. You can find out about other countries and meet interesting people.

We welcome people from all corners of the world. The common language is English, although of course many different languages are spoken at the festival. Last year 750 people from 30 different countries attended the Festival.

The Festival offers you a unique opportunity to set up a stand or give a performance of music, dance or theatre from your country. As well as this, you can offer specialities to eat and drink and display goods for sale or order.

For more details of the next festival please write to Janet Atkinson at

International Culture Festival  
P.O. Box 34467  
Harrogate HG 45 67F

You and a group of friends would be interested in attending the International Culture Festival and presenting something from your country. However you would like to have more details first and decide to write to the organisers.

Write a letter to Janet Atkinson and express your interest in the festival. Your letter should contain at least two of the following points and one other aspect:

- Ask about costs involved for you
- Ask for more details about the festival
- Explain what you expect from the festival
- Say what you would like to present from your country

Before starting the letter, decide on **the order** in which you think the four points should be included as well as an appropriate **introduction** and **close**. Include **your address** and **the address of the festival organiser**, also the **reference line, date, salutation** and **closing formula**.

You have 30 minutes in which to write the letter.  
Please write 150 -200 words.