

TASK 2

I am writing to apply for sth = I would like to apply for sth

e.g. I am writing to apply for/ I would like to apply for a job as a volunteer teacher at Happy Mind Charity Centre.

be interested in + V-ing/ NP

e.g. I am interested in volunteer work to help people in our community.

be available for sth: have enough time to do sth

e.g. I am available for an interview at any time next week.

be available on + time = be free on + time

e.g. I am available on/ I am free on Saturday afternoons from 2:00 p.m to 6:00 p.m.

look forward to + V-ing

e.g. I look forward to hearing from you.

Write complete sentences from the prompts below.

1. I/ write/ apply/ volunteer position/ local/ food bank.

2. I/ see/ advert/ volunteer position/ school/ notice board/ last week.

3. I/ interest/ opportunity/ volunteer/ SOS Children's Village.

4. I/ available/ interview/ afternoon.

5. I/ look/ forward/ hear/ you.
