

Name:

Class:

B2 VSTEP Writing lesson 4

Vocabulary exercise

Matching the opening in column A with the appropriate closing of a letter in column B.

Column A	Column B
1. I would like to apply for a position at your Devon summer camp this year.	a. I hope this problem will be resolved promptly. I expect to receive a replacement TV or have my current TV repaired but only if it could be fixed within a day.
2. I am writing to inform you of my resignation from my position as a sales manager effective from October 31st.	b. I thank you for your consideration and look forward to hearing from you.
3. I am writing to you regarding a Nokia camera that I bought at your department store on Sunhill Road, Dewsbury, on the 5th September.	c. Thank you in advance for your help and I hope to be able to update you on the situation soon.
4. I am writing to request your help following a change in my circumstances.	d. As I am sure you will understand, it is not acceptable to be waiting for such a long time for it to be repaired. I would therefore like to request that I be given a full refund should I not receive the repaired camera by the end of this week.
5. I am writing this letter to report the faulty TV that I purchased from your company last Tuesday.	e. I wish you and the company a successful future.
6. I am writing to you to inquire about the medical volunteering in Cambodia that has been advertised on your website. I would be grateful if you could give me some further details.	f. I would appreciate it if you could answer my questions as soon as possible.

