

## Module 7 E-mail | part 2

### 4 Improve Antonia's letter by using some of the phrases in Exercise 1.

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| <p>Dear <u>Mr or Mrs</u>,</p> <p>Application for the post of flight attendant.</p> <p><u>I saw</u> your advertisement in the Morning Post and <u>I want to be</u> a flight attendant.</p> <p>I am 21 years old and I have just graduated from university.</p> <p><u>I have put my c.v. with this letter so that you can see</u> what I've done and <u>I'd love to come for an interview any time you like</u>.</p> <p><u>How about sending me</u> an application form and some <u>more</u> information about the job?</p> <p><u>I can't wait to hear from you!</u></p> <p><u>Lots of love.</u></p> <p><b><u>Tony</u></b></p> | <p>156b East 49th Street<br/>Santa Barbara<br/>California</p> <p>Worldwide Airlines Inc.<br/>PO Box 2983<br/>Chicago<br/>Illinois</p> <p>February 5<sup>th</sup> 2009</p> <p>Dear Sir or Madam,</p> <p><u>Application for the post of flight attendant</u></p> <p>I am writing in response to your advertisement in the Morning Post and i would like to apply for the position of flight attendant.</p> <p>I am 21 years old, and I have just graduated from university. I enclose my curriculum vitae for your attention and I would be pleased to attend an interview at any time convenient to you.</p> <p>I would be grateful if you could send me an application form and some additional information about the job.</p> <p>I look forward to hearing from you.</p> <p>Yours faithfully,<br/><i>Antonia Clifford</i><br/>Antonia Clifford</p> |
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### Fill in the table

| Too informal phrases            | Formal phrases                                 |
|---------------------------------|------------------------------------------------|
| <u>I saw</u> your advertisement | I am writing in response to your advertisement |
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