WRITING TEST # 1

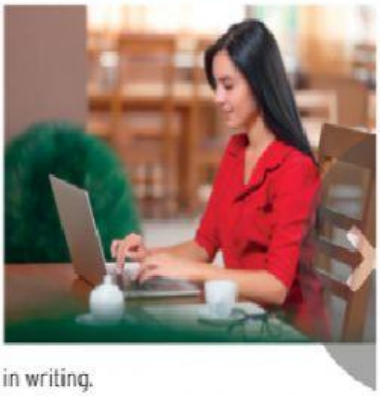
Name _____ **II02**

1 Improve Antonia's email by using some phrases in Exercise 1

1 Here are some examples of phrases often used in business emails. Complete them using the words in the box.

enclosing

able	apply	appreciate	complain	confirm	attaching
	hearing	May 16	response	~~Unfortunately~~	



a Unfortunately, I am not available on the date you suggest in your email.
b Thank you for your email of _____.
c I am _____ my résumé for your attention.
d I would _____ it if you could send me some information about your school.
e I would be _____ to attend an interview at any time convenient to you.
f I am writing to _____ about the damage caused by your company when they delivered a couch to my home last week.
g We look forward to _____ from you as soon as possible.
h We would appreciate it if you could _____ your reservation in writing.
i I am writing in _____ to your advertisement in *The Washington Post*.
j I would like to _____ for the position of IT assistant at your school.

3 Antonia Clifford is interested in applying for the position of flight attendant. Do you think her email is a suitable for a job application? Why? Why not?

Worldwide Airlines

HOME BOOK A FLIGHT JOBS CONTACT

Flight attendants

Worldwide Airlines is currently seeking friendly, service-oriented people who take pride in their performance and appearance.

- Applicants must be over twenty years of age and have at least two years' post high school education or work experience.
- Physical requirements: able to lift, push, and pull heavy articles as required.
- Minimum height 1m60. Maximum height 1m85.
- Languages: able to read, write, speak, and understand English. Other languages an advantage.
- Interested candidates can write to the following address for an application form and further information: jobs@worldwideairlines.com

mail.com

Compose
Inbox
Drafts
Sent
Spam
Trash

To: jobs@worldwideairlines.com
Cc:
Subject: Job Application
From: antoniaclifford@mail.com

Dear Mr. or Mrs.

I saw your advertisement in the Morning Post and I want to be a flight attendant. I am 21 years old and I just graduated from college. I have put my résumé with this email so that you can see what I've done and I'd love to come for an interview any time you like.

How about sending me an application form and some more information about the job?
I can't wait to hear from you!

Lots of love,
Toni