

**Activity 1:** Identify the purpose of the following letter below and put the numbers in the given space to show the correct order of its ideas.

7 Shawnee Road  
Short Hills, NJ 07078  
201-555-0303

October 21<sup>st</sup>, 2013  
Mrs. Walter Mellish  
Greenley Corp., Inc.  
1010 Madison Avenue  
New York, NY

Dear Mrs. Mellish

Thank you for your letter of October 19, 2013, offering me the position of Seminar Leader. The salary and perks offered by your company are excellent, and I would have enjoyed working with you. However, after thoughtful consideration, I have decided not to join your company at the moment.

I have just received a fellowship from the Ford Foundation to pursue an MBA at Harvard Business School, Harvard University. As this offers me an opportunity to improve my professional qualification from a university of my choice, I have decided to accept the award.

I do appreciate your effort in evaluating my credentials, and thank you again for selecting me. I am sure you will easily identify the right candidate to fill the vacancy.

With my best wishes,

Yours sincerely,

Jane Oakley

Letter's ideas:

|   |  |                                                 |
|---|--|-------------------------------------------------|
| 1 |  | Explaining why you decline the offer            |
| 2 |  | Repeating the thank-you statement               |
| 3 |  | Complimenting the company's benefits            |
| 4 |  | Sending good wishes to the employer             |
| 5 |  | Writing a thank-you statement for the job offer |
| 6 |  | Stating the decision to decline the offer       |