

1. Read the letter below and answer the following questions:

11 Ha Nam Street
Dong Da, Ha Noi
27 February, 2013

Director
Happy Mind Charity Centre
25 Bao Ha Street, Ha Noi

Dear Sir or Madam,

I am writing to apply for the post of a volunteer teacher at Happy Mind Charity Centre. I saw the advertisement in the Youth Newspaper on February 22nd. (Paragraph 1)

I have experience teaching young children. Actually, last summer, I spent two months being a tutor for a group of primary students in my area. I taught them Vietnamese and Mathematics. Their school work got much better after that. (Paragraph 2)

I am creative, patient and I have a great love for children. I can send you two references from my teachers and two from my students' parents. (Paragraph 3)

I am available for an interview any day after school or at weekends. If my application is successful, I can start teaching from next month in the afternoon and at weekends. (Paragraph 4)

I look forward to hearing from you.

Yours faithfully,
Tran Manh Quan

- Why did Quan write this letter?
To show his past experience
To apply for a volunteer work
To get a well-paid job
- How did Quan find out about the job?
- Who did Quan teach last summer?
- How long did he teach them?
- How does Quan describe himself?
- How many references can Quan give?
- When can Quan start teaching?

2. Read the letter again. Match each paragraph in the letter with its purposes

Saying you are available for an interview and when you could start work.

Mentioning the job you are applying for and where you saw the advert.

Telling why you are right for the job mentioning your personal experiences & responsibilities.

Listing your personal qualities and offering to send references

Paragraph 1

Paragraph 2

Paragraph 3

Paragraph 4

3. Read the job advertisement. Answer the questions about it.

VOLUNTEERS NEEDED

We need reliable, hard-working volunteers to work at our Heart to Heart Charity Office. Your job will include welcoming guests and receiving donations for our organisation.

Please apply in writing to:
15 Ha Thanh Street, Ha Noi, Viet Nam

Job

What qualities are needed for the job?

What are the job's duties?