

Module 7 E-mail | part 2

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

<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</u> for an interview <u>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><u>Tony</u></p>	<p>156b East 49th Street Santa Barbara California</p> <p>Worldwide Airlines Inc. PO Box 2983 Chicago Illinois</p> <p>February 5th 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, <i>Antonia Clifford</i> Antonia Clifford</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Fill in the table

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