Cambridge English

PART TWO

Question 1

- Read part of a letter from Isobel Nursten, who runs an organisation called Business Links.

> Our organisation, Business Links, supports local businesses. We are holding a series of evening meetings on the first Tuesday of each month about how to succeed in business.
>
> We would like to invite you to speak at one of the meetings. For our publicity material, could you please send me a short description of your role in the company you work for, and the reasons why your company has grown so rapidly.

- Write a **letter** to Isobel Nursten:
  - thanking her for the invitation
  - saying which month would be convenient for you
  - describing your role in the company you work for
  - explaining why your company has been successful.

- **Write 60 – 80 words.**
- **Write on your Answer Sheet. Do not include any postal addresses.**

Dear Ms Nursten

liveworksheets.com