

a	INTRODUCTORY PARAGRAPH opening remarks & presenting the reasons for writing	1	<input type="checkbox"/> c
b	ENDING      writer's (full) name	2	<input type="checkbox"/>
c	GREETING	3	<input type="checkbox"/>
d	CONCLUDING PARAGRAPH summarising the topic & closing remarks	4	<input type="checkbox"/>
e	BODY PARAGRAPH Paragraphs 2, 3, etc.      Topic development	5	<input type="checkbox"/>

**b) Refer the headings to the appropriate parts of the letter.**

- |                              |                               |
|------------------------------|-------------------------------|
| • the places she has visited | • addresses she is writing to |
| • her knowledge of languages | • the things she is good at   |
| • her personal qualities     | • sender's address            |
| • reason for writing         | • sender's signature          |
| • sender's name              | • signing off                 |
|                              | • greeting                    |
|                              | • date                        |

1

2

3

4

5

6

the places she  
has visited

8

9

10

11

12

12 St John's St  
Bristol  
BR2 7FU

16 March

Janet Smith  
Happy Holidays  
26 Baker St  
Leeds  
L24 7BJ

Dear Ms Smith,

I read your advertisement in Teen Magazine and I would like to apply for a job as a Happy Holidays hostess this summer.

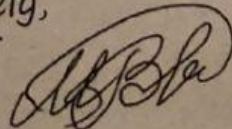
I am seventeen years old and I come from Greece. At the moment I am studying at a language school near Bristol. I can speak English, Greek and a little Spanish.

I like travelling. I have been to Spain, Italy and Britain. This is my second visit to England. Last year I stayed with my pen friend's family in London for a month.

I enjoy playing sports. I can play basketball, tennis and volleyball. I'm good at swimming, too. I can't play a musical instrument, but I have a good voice and I enjoy singing.

I'm sure that I would make a good hostess. I'm very sociable and I like helping other people. I look forward to hearing from you.

Yours sincerely,



Maria Bapass



1 Complete the interview by changing the forms of the verbs in brackets.

Interviewer: So, how long                  you                  (live) here?

Mary: For about 6 months now.

I: Why did you choose Beirut?

M: Because my husband John and I always (love) Arab culture and the language. John's an English teacher and he (get) a job here in a language school.

I: Why did you want to take a year off?

M: Basically I (want) a break from teaching. I love teaching children but I (need) a change. Also I (draw and paint) since I was little but I never really (have) the chance to study drawing. So this (seem) like the perfect opportunity to have a change and learn to draw properly.

I: What                  you                  (do) here since you arrived?

M: Well, (find) a fantastic art teacher, called Fatima, and I (have) classes with her since October. She's great and she (speak) English, which is lucky because I don't know much Arabic yet. But I (learn).

I: Is Arabic a difficult language to learn?

M: Very difficult! Especially the pronunciation.