

Read Keiko's letter, and put the verbs in past simple or present perfect. Use short forms if possible.

Dear Sir/Madam,

I...saw... (see) your advertisement in 'Metro'. Please would you send me an application form for the Saturday job in the Oxfam shop on Parsons Lane?

I..... (work) in shops before. Last year, for example, I..... (spend) two months in my uncle's shoe shop in Kyoto, and when I..... (be) at school, I..... (sell) fruit and vegetables on a Saturday market. I..... (live) in London for six months now. I..... (start) a short course in Business at a local college, and I'll be in UK until September.

I..... (pass) all my English exams at university last year in Japan, and I..... (use) PCs all my life. I also like talking to people and helping them. I look forward to hearing from you.

**Yours faithfully,
Keiko Tachibana**

