

Task 1: Read the following letter.

I am on a business trip when I receive your email, and I have heard that you are not satisfied with the current course and want to change to another course. Could you please tell me the reason you want to change the course and which course you want to study?

Write an email to a department head. In your letter you have to:

- Explain why you want to change the course
- Tell him the course you want to study
- Thank him for his reply

Dear Mr. John,

Thank 1. _____ so much for your **concern over** my problems. I am 2. _____ to answer your questions related to changing my course.

To 3. _____ with, there are some 4. _____ why I want to change the English course. First, the course **schedule** is on Saturday and Sunday. However, I **am up to my ears** on those days because I have just found a part-time job. 5. _____, the classroom is so hot and **stuffy** because the air-conditioner is **out of order**. And of course, I cannot concentrate 6. _____ my study, and as a 7. _____, it is not **effective** at all.

Therefore, I want to change to the English course on Tuesday and Thursday. As for me, it is more convenient for my job. Although it is not a very good excuse for changing to another class, I need to 8. _____ a living to support myself and even my family. I hope you have some **sympathy** for my situation. Besides, the classroom for that course is A5.7, which is **well equipped** and **facilitates** our study. As a department head, you definitely want your students to get good **academic** 9. _____. Is there anything that I need to do to be able to change the course?

Once again, thank you so much for your reply. I am looking 10. _____ to hearing from you soon.

Yours sincerely,

(224 words)