

WRITING
QUESTIONS 46 – 47

PART ONE

Question 46

- You are going to attend an engineering exhibition in Frankfurt soon.
- Write an **email** to your assistant:
 - explaining why you will be away
 - letting her know the dates you will be away
 - saying what work she should do while you are away.
- **Write between 30 and 40 words.**
- **Write on your Answer Sheet. Do not write in capital letters.**

To..	Sara Lyons
Cc..	
Subject:	My trip

PART TWO

Question 47

- Read this part of a letter from Mary Bennett applying for a job.

With reference to your advertisement in The Times, I am writing to apply for the post of training assistant.

I am moving to your country next month with my husband. As you will see from the enclosed CV, I have had a lot of experience in training and I feel that I have much to offer your company.

If I am selected for interview, please could you give me information about how to reach your offices by public transport?

- Write a letter to Mrs Bennett:
 - acknowledging her letter
 - offering her a date and time for an interview
 - requesting the names and addresses of two referees
 - telling her the best way to reach you by public transport.
- Write between 50 and 70 words.
- Write on your Answer Sheet. Do not write in capital letters. Do not include any postal addresses.

Turn over ►

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