

Name:



Class:



Volunteer Work

Task 1: Read the following application letter for a volunteer position. Match each paragraph with its correct aim (A, B, or C).

Application Letter:

[Your Address]

[City, Date]

Heart to Heart Charitable Organisation

100 Ha Thanh Street, Ha Noi

Dear Sir or Madam,



I am writing to apply for a volunteer position at your organisation. I learned about this opportunity from your website last week.



I have a passion for helping others and believe I have the necessary skills to contribute. I am responsible, friendly, and eager to support visitors and staff at the office.

I look forward to your response.

Yours faithfully,

[Your Name]

Task 2:Q & A Exercise: Understanding a Job Advertisement



1. What qualities are needed for the job?



2. What are the job duties?





Task 3: Gap-Filling Exercise:
Writing an Application Letter

[Your Address]

[City, Date]

Bright Future Charity

200 Hope Street, Ha Noi

Dear Sir or Madam,

***I am writing to apply for a volunteer position at
_____. I heard about this opportunity***

_____.

***I am _____, _____, and _____, and I
believe I have the necessary skills to contribute.
I am especially interested in this role because I
enjoy helping people and want to support my
community.***

***I am available for an interview _____. If my
application is successful, I can start _____.***

I look forward to hearing from you.

Yours faithfully,

[Your Name]