WRITING GUIDE

A TASK

Write a letter requesting information about a volunteer programme.

B THINK AND PLAN

Make notes on the following topics:

- What programme are you interested in?
- What type of person are you?
- Why are you suitable for the programme?
- What are your plans and ambitions?

C WRITE

Paragraph 1: Who you are and the purpose of your letter
Paragraph 2: The reasons for your interest in the programme
Paragraph 3: Personality and relevant experience
Paragraph 4: Practical details and final request

D CHECK

- relative pronouns
- linkers

Write your letter . (120 - 140 words) Look at St B page 65 for tips.

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