

TASK 1



Read the letter below and answer the questions:

187 Giang Vo Street
Dong Da, Ha Noi
1 January 2022

Heart to Heart
Charitable Organisation
100 Ha Thanh Street, Ha Noi

Dear Sir or Madam,

Paragraph 1: (Aims: _____)

I am writing to apply for a volunteer position at the local center for community development. I heard about this opportunity in a public announcement last Monday.

Paragraph 2: (Aims: _____)

I am interested in your community development projects because I really care about the life of people in the community and want to offer my services to you. Currently, all my Sunday afternoons are free, and I will be able to help at the center if I am chosen.

Paragraph 3: (Aims: _____)

I have already filled in the online application form and sent it in as requested. I am available for an interview on any weekday after 4.30 p.m. or at weekends. If my application is successful, I can start immediately.

I look forward to hearing from you.
Yours faithfully,
Nguyen Ha Anh



Match the paragraphs with their aims



A. Saying why you want to do the job.

B. Saying when you are available for an interview and can start work.

C. Mentioning the job you are applying for and where you got the information from.

