Module 7 E-mail | part 2

4 Improve Antonia's letter by using some of the phrases in Exercise 1.

Dear *Mr or Mrs,* Application for the post of flight attendant. *I saw* your advertisement in the Morning Post and *I want to be* a flight attendant. I am 21 years old and I have just graduated from university. *I have put my c.v. with this letter so that you can see* what I've done and *I'd love to come for* an interview *any time you like*. *How about sending me* an application form and some *more* information about the job? *I can't wait to hear from you!* *Lots of love.* ***Tony***	156b East 49th Street Santa Barbara California Worldwide Airlines Inc. PO Box 2983 Chicago Illinois February 5th 2009 Dear Sir or Madam, Application for the post of flight attendant I am writing in response to your advertisement in the Morning Post and I would like to apply for the position of flight attendant. I am 21 years old, and I have just graduated from university. I enclose my curriculum vitae for your attention and I would be pleased to attend an interview at any time convenient to you. I would be grateful if you could send me an application form and some additional information about the job. I look forward to hearing from you. Yours faithfully, *Antonia Clifford* Antonia Clifford

Fill in the table

Too informal phrases	Formal phrases
I saw your advertisement	I am writing in response to your advertisement

LIVEWORKSHEETS