

# WRITING TEST # 1

Name \_\_\_\_\_

1102

## 1 Improve Antonia's email by using some phrases in Exercise 1

1 Here are some examples of phrases often used in business emails. Complete them using the words in the box.

enclosing

able    apply    appreciate    complain    confirm    attaching  
hearing    May 16    response    ~~Unfortunately~~

- a Unfortunately, I am not available on the date you suggest in your email.
- b Thank you for your email of \_\_\_\_\_.
- c I am \_\_\_\_\_ my résumé for your attention.
- d I would \_\_\_\_\_ it if you could send me some information about your school.
- e I would be \_\_\_\_\_ to attend an interview at any time convenient to you.
- f I am writing to \_\_\_\_\_ about the damage caused by your company when they delivered a couch to my home last week.
- g We look forward to \_\_\_\_\_ from you as soon as possible.
- h We would appreciate it if you could \_\_\_\_\_ your reservation in writing.
- i I am writing in \_\_\_\_\_ to your advertisement in *The Washington Post*.
- j I would like to \_\_\_\_\_ for the position of IT assistant at your school.



3 Antonia Clifford is interested in applying for the position of flight attendant. Do you think her email is a suitable for a job application? Why? Why not?

Worldwide Airlines

HOME BOOK & FLIGHT JOBS CONTACT

### Flight attendants

Worldwide Airlines is currently seeking friendly, service-oriented people who take pride in their performance and appearance.

- Applicants must be over twenty years of age and have at least two years' post high school education or work experience.
- Physical requirements: able to lift, push, and pull heavy articles as required.
- Minimum height 1m60. Maximum height 1m85.
- Languages: able to read, write, speak, and understand English. Other languages an advantage.
- Interested candidates can write to the following address for an application form and further information: [jobs@worldwideairlines.com](mailto:jobs@worldwideairlines.com)

mail.com

Compose

Inbox

Drafts

Sent

Spam

Trash

To: [jobs@worldwideairlines.com](mailto:jobs@worldwideairlines.com)

Cc:

Subject: Job Application

From: [antoniacifford@mail.com](mailto:antoniacifford@mail.com)

---

Dear Mr. or Mrs.

I saw your advertisement in the Morning Post and I want to be a flight attendant. I am 21 years old and I just graduated from college. I have put my résumé with this email 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,  
Toni

