

Full name:.....

Class:.....

MATCH THE HEADINGS WITH THE ENDINGS

Beginnings Endings	KEYS
1. I am writing in response to your email asking for further information about our English course.	a. I hope you will look into the matter and give me an immediate reply.	1.....
2. Thanks for your email. I hope your family are well.	b. Once again, thanks a lot for everything. I hope you will come to Vietnam one day so that I can repay your kindness.	2.....
3. I am writing to apply for the position of an accountant that was advertised on vietnamworks.com.vn.	c. Please be reminded that the course will start next week. Please do not hesitate to contact me if you have any question.	3.
4. Many thanks for your email and your great photos you sent.	d. I hope that my request does not cause you any inconvenience.	4.
5. I am writing to complain about the bad service I received during our stay at your hotel.	e. I have to get on with my work/ study. Please write back to me soon.	5.
6. I am writing to request for one week off work starting from next Monday.	f. I really hope you'll forgive me for being so thoughtless and hope that you'll let me make it up for you.	6.
7. I'm so sorry that I wasn't there to celebrate with you on your birthday.	g. I hope to be contacted for an interview and I look forward to hearing from you soon.	7.