Formal Letters

Read the questions below, then listen to the beginnings and endings of three letters and tick the correct box for each letter.

		Letter 1	Letter 2	Letter 3
1	**Why has the letter been written?**			
	A to apply for a job	☐	☐	☐
	B to ask for information	☐	☐	☐
	C to make a complaint	☐	☐	☐

b) Listen again and tick the correct boxes for each letter.

		Letter 1	Letter 2	Letter 3
2	**How does the letter begin?**			
	A Dear Advertiser	☐	☐	☐
	B Dear Sir/Madam	☐	☐	☐
	C Dear Mr Williams	☐	☐	☐
3	**Which of the following expressions have been used in the opening/closing remarks?**			
	A With reference to your advertisement ...	☐	☐	☐
	B I am writing to apply for the position ...	☐	☐	☐
	C I am writing to express my dissatisfaction ...	☐	☐	☐
	D I look forward to hearing from you ...	☐	☐	☐
	E I must insist on a full refund ...	☐	☐	☐
	F Thank you in advance ...	☐	☐	☐
4	**How does the letter end?**			
	A Yours faithfully	☐	☐	☐
	B Lots of love	☐	☐	☐
	C Yours sincerely	☐	☐	☐