Name:

Class:

Volunteer Work

Task 1: Read the following application letter for a volunteer position. Match each paragraph with its correct aim (A, B, or C).

Application Letter:
[Your Address]
[City, Date]
Heart to Heart Charitable Organisation
100 Ha Thanh Street, Ha Noi
Dear Sir or Madam,

I am writing to apply for a volunteer position at your organisation. I learned about this opportunity from your website last week.

I have a passion for helping others and believe I have the necessary skills to contribute. I am responsible, friendly, and eager to support visitors and staff at the office.

I look forward to your response.
Yours faithfully,
[Your Name]

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Task 2:Q & A Exercise: Understanding a Job Advertisement

1. What qualities are needed for the job?

2. What are the job duties?

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Task 3: Gap-Filling Exercise: Writing an Application Letter

[Your Address]
[City, Date]
Bright Future Charity
200 Hope Street, Ha Noi
Dear Sir or Madam,
I am writing to apply for a volunteer position at _____. I heard about this opportunity _____.
I am _____, _____, and _____, and I believe I have the necessary skills to contribute. I am especially interested in this role because I enjoy helping people and want to support my community.
I am available for an interview _____. If my application is successful, I can start _____.
I look forward to hearing from you.
Yours faithfully,
[Your Name]

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