Application letter and Linking words

1. Match the purposes of formal writing (1 – 9) with the appropriate examples (A – I).

1. ____: Opening a formal email or letter.
2. ____: Explaining the reason for writing.
3. ____: Referring to information in an advertisement.
4. ____: Making suggestions.
5. ____: Offering to do something.
6. ____: Making a polite request.
7. ____: Asking for information.
8. ____: Apologising for something.
9. ____: Closing a formal email or letter.

A. I would be happy to help organise the club's activities if necessary.
B. Your advertisement mentioned that members could participate in national competitions.
C. I sincerely apologise for not attending the meeting last Friday.
D. I would be grateful if you could consider my application for the position.
E. Dear Ms Thompson,
F. I would suggest organising regular workshops to help students develop their skills.
G. Thank you for considering my application. I look forward to hearing from you. Yours sincerely, Daniel Brown.
H. I am writing to express my interest in joining the school's volunteering programme.
I. Could you please tell me whether any previous experience is required?

2. Complete the official letter example with the given words or phrases.

Dear Mrs West,

My name is Kate, and I am an exchange student at this school. I am writing to apply to [1]_____ *the Music Club, which I saw advertised on the school website. I* [2]_____ *like to join this club because I really enjoy music and I* [3]_____ *been playing the guitar for three years.* [4]_____ *I am a suitable candidate because I am responsible, motivated, and I enjoy working with other students.*

If I join the club, I would be interested [5]_____ *practising together with other members and maybe creating small performances for* [6]_____ *. I think these activities* [7]_____ *us improve our musical skills and also build confidence when performing in public.* [8]_____ *, I would like to suggest organising beginner workshops for students who want to learn an instrument.*

Before I apply officially, I would like [9]_____ *more about the schedule.*
Could you please [10]_____ *how often the club meets after school?*

I look forward to hearing from you.

Yours sincerely,
Kate Lapiņa

3. Finish the sentences with a logical linking word so that the sentence makes sense.

1. Many students enjoy creative subjects, _____ , art and music projects.
2. I love outdoor activities, _____ hiking in the mountains.
3. The school offers many clubs, _____ , drama, robotics, and photography.
4. The new science lab has modern equipment; _____ , students can now use 3D modeling tools.
5. _____ being very tired after the evening trainings, he still finished all his homework.
6. The school offers a lot of extracurricular activities. Students can, _____ , join a debate club or participate in sports competitions.
7. She is interested in technology, _____ computer programming.
8. The project was extremely difficult. _____ , we managed to finish it on time.
9. The school garden is getting bigger – it now has flowers, herbs, and _____ vegetables.
10. She decided to join the photography club, _____ her interest in taking creative pictures.

4. Complete the text with a suitable linking word from the box in the correct empty gap.

compared	*therefore*	*however*	*particular*	*instance*	*because*	*furthermore*	*due*	*such*	*despite*

Liam loved spending time outdoors, [1]_____ the weather had been terrible this past week. [2]_____ of the strong wind and heavy rain, he couldn't go cycling with his friends. On Saturday morning, the sky finally cleared, so he packed a small backpack with everything he needed, [3]_____ as water, snacks, and a map. He chose a new trail he had never tried before, one that was known for its beautiful views.

The forest path was quiet and peaceful, [4]_____ to the busy streets near Liam's house. He noticed many interesting plants, for [5]_____ , bright red mushrooms growing under the trees. [6]_____ , he saw a deer crossing the trail, which made the trip feel even more special. He wanted to take photos of everything he saw, in [7]_____ the waterfall he had heard about from his classmates.

When Liam finally reached the waterfall, he was amazed. The water was stronger than usual [8]_____ to the recent rain, and the rocks around it were sparkling in the sunlight. [9]_____ the slippery ground, he carefully walked closer and took a few pictures. He felt calm and refreshed, and [10]_____ , he decided he would explore this trail again soon.

LIVEWORKSHEETS