

Part 2. Formal Letter

Time: about 40 min

Number of words : 140-190

Type: Formal

Summer Camp Leader Wanted

We need young people (age 16 to 25) to work as leaders in sport activities in our summer camp. If you are responsible, athletic and like working with young children, we may have a job for you.

Write to: Mr Brown, Camp Director.

Plan

Introduction:

say why you are writing

2nd paragraph:

Give information about yourself, relevant to what the advertisement asks.

3rd paragraph:

Say why you think you are suitable for the job. Talk about relevant previous experience

Closing

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Dear Mr Brown,

I am writing in response to your advertisement in the on I would like to apply for the position of Camp Leader

I am. One of my interest is I also like.....

I think I would be suitable for the job because I have experience inI also enjoy..... I would like very much to.....

I hope you will consider me for the job. References are available, if necessary. I look forward to hearing from you.

Yours sincerely,

Niki Pastra

Openings phrases (formal letters)

- I am writing on behalf of the students of a high school class in Greece in order to.....(invite you to ...)
- I am writing in response to / with reference to your article /advertisement in(name of newspaper) on(date) about..... I would like to express my opinion on
- I am writing to apply for the post / position / a scholarship
- I am writing to complain about
- I am writing to inquire about.....
- I am writing to give you some (additional) information about / the information you requested about....
- I am writing in reply to your letter of (date)....
- I would like to thank you for inviting me to... I would be delighted to attend.../ Unfortunately I am unable to accept your invitation to...
- Thank you very much for agreeing to give a talk to my class....
- Thank you for your letter confirming...

Closing phrases (formal letters)

- I look forward to hearing from you.
- I look forward to receiving
- I would be grateful if you could as soon as possible
- I hope this information will be useful.
- I hope you will consider me for the position of.... I am available for an interview at any time. / References are available, if necessary.
- I hope this matter will receive your immediate attention
- Please let me know if you will be able to attend.