

Code: Model Composition 1h
Type: Letter of application - for a course

Topic: *You are a university student and you would like to attend a summer course in a university in Britain.*

Dear Sir or Madam,

(Reason for writing – Where and when you saw the advertisement)

I am writing to apply for a place in the four-week summer course on Information Technology that you offer in your university. I saw the advertisement for the course in the Crown magazine on 5th May.

(Your educational background)

I am twenty years old and I study in the school of economy in the university of Athens. I study to become an accountant and I am particularly interested in Information Technology. My first language is Greek but I am also fluent in English.

(The reason why you want to attend this course)

The reason why I want to attend your course is that it will be an asset for me to have some extra training when I get my degree. Moreover, I need to further practice my English because my ambition is to get a job in a multinational company.

(Formal remarks)

I enclose my curriculum vitae and two reference letters from my university teachers, as requested. I hope that you will accept my application.

Yours faithfully,

Jack Spencer

(160 words)

Useful phrases for Letter of application for a course:

- I am writing with regard to your advertisement which I saw in...(paper) on...
- I am writing to apply for a place on the (Linguistics) course
- I have completed the following courses...
- I speak (French) and I am fluent in (English).
- My degree is in...(English literature)

Linkers to add more points (και, επιπλέον, επίσης)

First (of all)	Moreover
Second	Furthermore
Third	What is more
Next	In addition to this
Then	Needless to say that
Finally	To make matters worse

Linkers to show contrast (όμως, ωστόσο, παρόλα αυτά)

Although	However
Even though	Nevertheless
Though	Nonetheless
Despite (the fact that)	
In spite of (the fact that)	

Linkers to show result (επομένως, κατά συνέπεια)

Therefore	As a result
Thus	As a consequence