**LETTERS**

**01.One of your friends invited you for a meal with his/her family in their home. You enjoyed the meal and had been happy to be introduced to his/her family.**

**Write a letter to your friend. In your letter,**

* thank your friend and say that you enjoyed the meal
* say what else you liked about this visit
* ask your friend to meet you someday at a restaurant

Write at least **150** words.

**02.You and your colleagues have recently attended a foreign language training course organized by your company. Now you all want to do some more language training.**

**Write a letter to your manager. In your letter,**

* say how you and your colleagues felt about the course
* explain why you all want to do more language training
* suggest when and where the training could take place

Write at least **150** words.

**03.The manager at the company you work for is going to retire next month. The manager’s assistant has invited some suggestions about what kind of event they should do to say goodbye to him.**

**Write a letter to your manager's assistant.**

* say what kind of event you have in your mind
* mention why you liked him/her as a manager
* what kind of present can be given to your manager

Write at least **150** words.

**04.You live in a high-rise building, which has a communal laundry room. Sometimes people don't come in time to empty the machines and other residents have to wait for a washer or dryer. You think the building management should purchase 10 extra laundry baskets and make them available for such times, so the machines can be freed up.**

**Write to the Property Manager, Mr Watson. In your letter:**

* explain how long you have been a resident
* describe the problem
* propose your solution

Write at least **150** words.

**05.You want to apply to a private college seeking admission for a bachelor degree. You are experiencing financial problems at the moment and can not get admitted to the college without some help.**

**Write a letter to the Principal of the college explaining your situation and ask for information on scholarships or other means of financial help available.**

Write at least **150** words.

**06.You normally go shopping in the area where you live. However, you think some of the facilities for shoppers could be improved there.**

**Write a letter to your local newspaper. In your letter:**

* say in general what you like about shopping in your area
* say what is wrong with the facilities
* suggest how they can be improved

Write at least **150** words.

**07.You have a friend who has always liked the car you currently drive. Now you have decided to sell the car. You think your friend might be interested in buying it.**

**Write a letter to this friend. In your letter,**

* say why you want to sell your car
* describe the condition of the car
* invite the friend to come and see the car himself/herself someday

Write at least **150** words.

**08.Your parents will be celebrating their 50th anniversary next month. You are planning a big celebration, but you are not sure how to make the occasion really memorable. But you have a friend who can help.**

**Write to your friend Julia, who is a professional event planner. In your letter,**

* explain why this occasion is special
* ask for her assistance
* set up a time to meet your friend to discuss your plans

Write at least **150** words.

**09 .You paid a refundable deposit when you rented an apartment a year ago. You left the apartment last month in good condition but the landlord won't return your deposit.**

**Write a letter to the landlord. In your letter,**

* introduce yourself and say why you are writing
* ask for the return of your deposit
* inform the landlord of possible action if he/she does not agree to refund the amount

Write at least **150** words.

**10.You recently did a short cookery course. The cookery school has asked for your feedback on this course.**

**Write a letter to the course director at the cookery school. In your letter,**

* describe what you enjoyed about the course
* say how much cooking you've done since the course
* suggest another cookery course you'd like the school to offer

Write at least **150** words.

**11.Your friend has had his/her first book published a few days ago. He/she has recently sent you a copy of that book.**

**Write a letter to this friend. In your letter,**

* congratulate him/her for having his/her first book published
* thank your friend for sending you a copy of the book
* say what do you think about the book

Write at least **150** words.

**12.You have seen an advertisement in an Australian magazine for someone to live with a family for six months and look after their six-year-old child.**

**Write a letter to the parents. In your letter**

* explain why you would like the job
* give details of why you would be a suitable person to employ
* say how you would spend your free time while you are in Australia

Write at least **150** words.

**11.You recently went to a concert and thought one of the singers was very good. You want to tell how you feel.**

**Write a letter to the singer.**

**In your letter:**

* say how you feel about his/her performance
* give details of your music-related activities
* explain how you would like him/her to help you with your music-related activities

Write at least **150** words.

**12.During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants.**

**Write a letter to this businessman.**

**In your letter,**

* remind him when and where you met
* tell him what kind of job you are interested in
* say why you think you would be suitable for the job

Write at least **150** words.

**13.Last month you had a holiday overseas where you stayed with some friends. They have just sent you some photos of your holiday.**

**Write a letter to your friends.**

**In your letter:**

* thank them for the photos and the holiday
* explain why you didn't write earlier
* invite them to come and stay with you

Write at least **150** words.

**14.You have recently applied for a course at a college and have been accepted. However, you cannot join the course due to some reasons.**

**Write a letter to the principal of the college.**

**In your letter,**

* which course you have been applied for
* why you cannot join the course
* ask about the possibility of the course in the future

Write at least **150** words.

15. **A friend who lives in a different city has invited you to his/her daughter's 8th birthday. However, you can not accept the invitation due to some personal reasons.**

**Write a letter to this friend.**

**In your letter,**

* thank him/her for the invitation
* mention why you can not attend the birthday party
* offer to meet him/her some other day

Write at least **150** words.

**16.You borrowed an important textbook during the last term from a classmate. You now realize your classmate has returned home overseas and you still have the book.**

**Write a letter to him/her.**

**In your letter:**

* apologize for the mistake
* find out how important the book is to him/her
* say what you will do

Write at least **150** words.

**20.You have a friend who lives in a different country. You will organise a party soon and have thought to use a foreign recipe. Write a letter to the friend asking for a recipe from his/her country for the party you are organizing.**

**In your letter,**

* tell your friend about the party
* ask for the recipe
* explain why you need the recipe from his/her country

Write at least **150** words.

**21.You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help.**

**Write a letter to this friend.**

**In your letter,**

* give details of your study plans
* explain why you want to get a part-time job
* suggest how your friend could help you find a job

Write at least **150** words.

**22.You are having a graduation party next Saturday night. You have invited 50 people to celebrate at an outdoor barbecue evening, which may continue till late night.**

**Write a letter to your elderly neighbour. In your letter:**

* explain what will be happening
* offer your apologies in advance
* invite him/her to visit your house someday

Write at least **150** words.

**23.You are having a graduation party next Saturday night. You have invited 50 people to celebrate at an outdoor barbecue evening, which may continue till late night.**

**Write a letter to your elderly neighbour. In your letter:**

* explain what will be happening
* offer your apologies in advance
* invite him/her to visit your house someday

Write at least **150** words.

**24.After being involved in an accident, you were looked after by a person you did not know before. Write a special thank you letter to express your gratitude.**

**In your letter:**

* introduce yourself and let him/her know why you are writing
* express your appreciation
* and offer him/ her to visit your home with his/her family