

① Here is part of a letter you receive from an American friend whose parents are about to take a long holiday overseas.

My parents will be passing through your part of the country in mid-October. Can you give them some advice about what clothes they will need, and what the weather will be like? What sorts of things can they expect to be able to buy as souvenirs? By the way, if there's anything you would like from the US, please let them know. They'd be glad to bring anything, as long as it isn't too heavy, of course!

Write a detailed **letter** to your friend's parents, covering all the points raised.

② An international relief agency is asking for volunteers with good practical skills –for example, in medicine, child-care, building or any branch of technology or education- to take a year off from their work or study to help the people of one of the world's poor or troubled countries.

Write a **letter of application** (Mr Brown, Happy Valley St., Gisborn G179 F09) to work as a volunteer, giving full details of the skills you have to offer, the kind of place you would prefer to work in and your reasons for applying to be a volunteer.

③ This advertisement has appeared in an English-language newspaper.

Energetic young people wanted to spend the summer in a glorious part of Scotland! Do you have what it takes to work in a top-rated international summer camp for children between the ages of 8 and 14? For a start, you'll need to be utterly reliable, good with children and sports-mad. Fluent English is a must, although we welcome applications from all nationalities. Interested? Write today and tell us exactly what you have to offer and why you think you could be the right person to join our carefully-selected staff.

Write an **email** (applications@scotlandcamps.com) applying for a job at the summer camp.

④ You recently attended a language course in Britain run by an organization which promised you good tuition and family accommodation. You have no complaints about the tuition, but the accommodation was poor and too far from the school. You feel strongly that the family you stayed with was not a suitable one to place students with.

Write an **email** (office@efon.com) of complaint to the organization describing exactly why you were not satisfied with the arrangements.