

Q1:

You should spend about 20 minutes on this task.

You are a current student of Loren Brusque University, studying Business Administration. You want to apply for the post of Quality Assurance Manager you have recently seen on the university's notice board.

Write a letter to Mr. Walker, and

- **Give your reason for writing**
- **Tell about your education**
- **Describe your work experience and explain why you would be suitable for the job.**

Write at least 150 words.

Q2:

You should spend about 20 minutes on this task.

You are an alumnus (alumna) of a Bluegill University, registered in a volunteer program to conduct informal interviews with prospective students. Recently, an entrant has been assigned to you to have an interview.

Write a letter to the entrant. In your letter:

- **state your reason for writing**
- **briefly describe the interview and inform the entrant of a possibility to cancel it**
- **propose a convenient time for an interview**

You do NOT need to write any addresses.

Write at least 150 words.

Q3:

You should spend about 20 minutes on this task.

You live in a room in college which you share with another student. However, there are many problems with this arrangement and you find it very difficult to work.

Write a letter to the accommodation officer at the college. In the letter,

- ***describe the situation***
- ***explain your problems and why it is difficult to work***
- ***say what kind of accommodation you would prefer***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,