

Q1:

You should spend about 20 minutes on this task.

You are applying for a job. As well as attaching a CV, you need to write a cover letter explaining your reasons for choosing this particular job at this particular company, and why you would be a good hire. Things to include are:

- Possible qualifications or reasons for you to be hired**
- Your energy and enthusiasm for the job**
- Your past experience in a similar position.**

Write at least 150 words.

Q2:

You should spend about 20 minutes on this task.

Write a letter of invitation to your parents. In the letter:

- Explain that you have completed your studies**
- Give details of the event, including time, date, and dress code**
- Let them know how many tickets they have and who they are for**

Write at least 150 words.

Q3:

You should spend about 20 minutes on this task.

Write a letter to the school to apply to be a volunteer. In the letter:

- Introduce yourself and give details of your children who attend the school**
- Explain why you are interested in the position**
- Talk about any relevant experience that you have with children**

Write at least 150 words.

Q4:

You should spend about 20 minutes on this task.

You will also be moving to the same city. Write a letter to your friends and include:

- Ask where to find a place to live
- Tell them what type of place you're looking for

Write at least 150 words.

Q5:

You should spend about 20 minutes on this task.

Write a letter to someone to invite them along with you. In the letter:

- Explain what has happened and that you would like them to come
- Give details of when the trip will take place
- Inform the person of the things they will need for the trip

Write at least 150 words.