

You see the following advertisement in an English online newspaper and decide to write to the manager.

**CHILDREN'S HOST
WANTED FOR SUMMER
CAMP!**

Tasks: ☺ look after children
☺ play sports and games
☺ paint pictures and
make things

Do you love children?
Do you have time in July/August?
Do you speak English well?

Then this is the job for you!
Apply to: vanessa.leigh@topjob.uk

i'd suggest...

☺

☺ because...

no problem because...

more details?

☺ because...

In your **email** use all the notes you have made. You should:

- explain why you are writing
- outline your qualifications for the job
- persuade the manager that you are the right person for the job

Write around 250 words.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

Email

To:

Starting time:

Re:

Finishing time:

Number of words: