

Practice

Grant application

Read the advertisement.

Do you want to improve your English?

Cultural Exchange is offering 25 students the chance to study in Britain for one month this summer absolutely free. Grants will cover fees, accommodation with a family, and travel costs. Applicants must be 16 or over and have a reasonable command of English.

Apply in writing to:

The Director
Cultural Exchange Programme
16, George Street
Glasgow G45 5DJ

Now read the letter of application.

The writer has sometimes used inappropriate words and language which is too informal. Rewrite the letter, suggest improvements to the parts **in bold**.

Dear **Director**,

I saw your **ad.** in **the paper the other day** and I **want to ask** for a grant to study in Britain for one month this summer.

I'm 16 and have been studying English **for ages, well 5 years.** I'm taking the **First Cert.** in June and, if I **get it**, I **want** to study for a higher exam next year. I've never had the **chance** to get abroad before and **it'd be absolutely fantastic** to be able to improve my English and learn about the British way of life at the same time.

I hope you will **give me a grant.**

Write back soon.

Yours sincerely,

Federico Accini

Rewritten letter of application

Dear **Sir or Madam**,

I saw your **advertisement** in **the (name of newspaper)** on **Friday** and I **would like to apply** for a grant to study in Britain for one month this summer.

I am sixteen years old and have been studying English **for 5 years**. I am taking the **First Certificate examination** in June and, if I **pass**, I **would like** to study for a higher exam next year. I **have** never had the **opportunity** to get abroad before and **it would be wonderful** to be able to improve my English and learn about the British way of life at the same time.

I hope you will consider **my application**. I **look forward to hearing from you soon**.

Yours faithfully,

Federico Accini

Adapted from:

Haines, Simon. Stewart, Barbara. *New First Certificate Masterclass*. Oxford: OUP, 1997, pp. 182

The web sites below can help you write your homework:

<http://portal.mpsv.cz/eures>

<http://www.europass.cz/>