

Writing

Style of formal letters

Here is a letter of application for a job. There are no grammatical mistakes, but there are mistakes of other kinds:

- the punctuation is wrong
- the style is too informal
- some of the information is irrelevant
- conventions are broken e.g. of address, salutation, position of sender's name.

In pairs, study it carefully and discuss the mistakes. Then rewrite the letter correctly.

There are similar mistakes on the envelope. Correct them.

Write a letter of application for a job. Include where you saw the advertisement, and say briefly why you are interested in the job and what your qualifications are. Conclude by asking for further details and/or an application form.



James Henderson
Kings rd, 18
Birmingham

Trans EuropeTours
Bridge street
Cambridge

Dear P. Bradley

I was reading a magazine the other day – I think it was the February edition on sunshine holidays, and I saw your advertisement for travel couriers, and I thought I'd really like a job like that.

You see, I'e got a degree in modern languages from bristol university, and I speak lots of languages – french german spanish and just a little bit of greek too. I've been to all sorts of places in europe.

Last year me and my friend Paul went camping in France and Italz, and we saw the museums and all the places like that. I think I'd be really good at showing people round these places, well I'd really like the chance to try anyway. I'm not doing anything at the moment, so I could come and see you anytime.

Just give me a ring – 744381229.

I'm looking forward to meeting you.

Yours