

WRITING SKILLS



USEFUL PHRASE REFERENCE

FORMAL LETTER

<u>Greeting</u>	name unknown: Dear Sir/Madam name known: Dear Mr../Dear Mrs.../Dear Ms...
<u>Reason for writing</u>	I am writing to.. I am writing with regards to...
<u>Asking questions</u>	I would be grateful if.. I wonder if you could...
<u>Referring to their letter</u>	As you started in your letter.. Regarding/Concerning..
<u>Closing expressions</u>	I look forward to hearing from you.
<u>Signing off</u>	If Dear + name :Yours sincerely, if Dear Sir/Madam: Yours faithfully, Dear+name: Yours
<u>Name</u>	your first name + surname

USEFUL PHRASE REFERENCES

LETTER OF APPLICATION

Greeting

name unknown: **Dear Sir/Madam**

name known: **Dear Mr../Dear Mrs../Dear Ms +name**

Reason for writing

I am writing to apply for the post/position of

**I am writing with reference to your advertisement,
which I saw...**

Your experience

I gained some experience...My qualification include..

CV

Please find attached my CV...

Closing expressions

**I look forward to hearing from you. Please do not
hesitate to contact me if...**

Signing off

if Dear=name: **Your sincerely**, if Dear Sir/Madam:

Yours faithfully, Dear+=name:**Yours**

Name

your first name + surname

A FORMAL LETTER

Reservations Manager
Calton Hotel
78 Park Lane
Bristol
June 16

Dear Jack/Sir or Madam

I am writing/This is just a note to confirm a reservation that **was made/I asked you for** this morning by telephone. This reservation, for **a couple of/two** nights, is for **me/myself**, David Cook.

I want/would like a room with a bathroom. **I will be attending/I'm going to pop into** The Trade Fair that **is being held/is going on** in Bristol that week.

It is all right/Would it be possible for me to have a room at the back of the hotel?

Thank you/Thanks for sending me the brochure **about/regarding** your conference facilities. **Unfortunately/I'm sorry I can't give you/I am unable to provide you with** any definite dates **at the moment/now,as/because** we have yet to **finalize/sort out** the details of our sales conference. **But/However, I will contact/ I'll drop a line** as soon as I can/possible.

I look/I'm looking forward to meeting you on 12 July.

Best wishes/Yours faithfully,

David Cook.



CURRICULUM VITAE

A. PERSONAL DETAILS

Name_____

Address_____

Telephone_____

Date of birth_____

Nationality_____

B. EDUCATION

Qualification_____

Languages_____

C. WORK EXPERIENCE

D. PERSONAL QUALITIES

Write a letter of application (100-150 words) choosing the following adverts

WANTED :

Receptionist's to work in doctor's surgery at weekends.

Would suit teenager who wishes to learn about medicine as a possible career.

Please apply in writing to
Dr BROWN, Harley Road.

WANTED :

ENERGETIC AND CONFIDENT
Summer WAITERS/WAITRESSES

June-August

Languages & experience working with people an advantage.

Send CV and letter of application to : Mr Brown, The Blue Whale Restaurant, 17 White Road, Dover