

## Part 2: Writing a Letter

You and a friend want to find a summer job abroad. Your friend has sent you a letter with an advertisement. Read them, then write to the Summer Jobs Agency asking for the information which your friend suggests and adding any other relevant questions of your own.

*This sounds interesting, just what we want. I've made some notes on it but I'm too busy with exams. Can you write to them for more details? Maybe you can think of other questions, too.*

*See you soon.*

### SUMMER JOBS AGENCY

- ◆ Do you speak English well? → *What level?*
- ◆ We have summer jobs in hotels and restaurants in the USA and Australia.  
→ *waiter?*
- ◆ Accommodation provided. → *Where?*
- ◆ Travel expenses covered. → *food?*
- ◆ Free time allowed.
- ◆ We arrange travel to and from your country.

*Write a letter of between 120-180 words. No need to include addresses.*