



Colegio Las Cumbres

Nivel Medio - secundaria@lascumbres.edu.ar

ASIGNATURA: Writing Skills

PROFESOR: Mariana Verónica Sáenz

CURSO: 2do. año

CONTENIDO NODAL: *Letter writing*

TRIMESTRE: 1ero.

FECHA DE PRESENTACIÓN: diciembre de 2013

Read the rubrics below and write the letters in an appropriate style, following the corresponding layout and including varied linking words

A You have seen an advertisement in the local newspaper for a receptionist at a doctor's office. Write a letter to the travel agency applying for the job.
(300-400 words)

B You have just returned from a holiday in California.
Write a letter to a friend telling him/her all about it. (300-400 words)

C You are the secretary of a language school and have received a letter from someone interested in learning English.
Write a letter in reply, informing the person about the courses offered at your school.
(300-400 words)

D You recently bought a box of your favourite cookies. On opening it, you found that the box was half empty and the remaining contents were no longer fresh. Write a letter to the manager of the cereal company complaining about it.
(300-400 words)