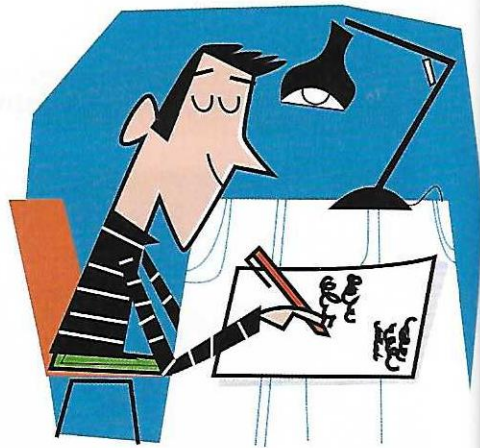


Writing 2 (Paper 2 Part 2: Letter of request)



- Lead-in**
- 1 Discuss these questions.
 - 1 When do people write letters of request? (e.g. at work, when studying) Have you ever written one? Was it effective?
 - 2 What tips would you give to someone wanting to write a letter of request?

- Understand the task**
- 2 Read the task below and answer these questions.
 - 1 WHO are 'you'? WHO are you writing to?
 - 2 What is the PURPOSE of your piece of writing? What EFFECT do you want to have on the reader?
 - 3 What POINTS do you have to include? Which information do you have to INVENT?
 - 4 What STYLE will you use: formal? neutral? informal and friendly?
 - 5 What will make the reader feel it is a WELL-WRITTEN letter?

You are an international student in New Zealand and your course is about to finish. You have been offered a job with a local company, which you accepted, but are no longer available on the start date you agreed with the company. Write a letter to the company to:

- explain the reason you are not available
- reassure them of your commitment
- propose a solution.

Write your **letter** in 220–260 words.

- Plan your letter**
- 3a Look at these jumbled notes and match them to the topic areas given in the task. Ignore any notes that don't fit and add any others you wish.

- could spend a few days with present engineer before I leave (unpaid)
- very tightly knit family
- father has had an accident
- won't happen again
- no need to readvertise
- need to go back shortly and arrange home care
- sister returning home (great!) from university course abroad
- father wants to be independent
- really keen to make role as assistant systems analyst into career with company

- b Decide which points you will definitely use and make a paragraph plan. Omit any points you choose not to use. (For example, any points which are less relevant or could be misinterpreted.) Where will you add your reason for writing?

Paragraph 1: Saying who you are

Paragraph 2: _____

Paragraph 3: _____

Paragraph 4: _____

Paragraph 5: Closing comments

Remember you only have 220–260 words.

Language and content

4a Circle the correct word or phrase.

- 1 My father lives *by his own / on his own* and has *had recently / recently had* an accident.
- 2 He's *quite an independent / quite independent* person.
- 3 He's determined that I *might / would / should / could* further my career abroad.
- 4 I cannot be *absolutely / totally / fully* absent at *a such / such a* difficult time.
- 5 I know the current engineer is leaving *shortly afterwards / soon after* 1st March.
- 6 I hope you will understand my *awkward situation / predicament / trouble* and will accept my suggested *remedy / answer / solution*.

b Rewrite the sentences in a style more appropriate for a formal letter. Begin with the prompts given.

- 1 You offered me the job of assistant systems engineer.
(*I was a successful ...*)
- 2 Sorry, but can you let me start two weeks later?
(*It is with ... that I must ...*)
- 3 The accident has put him out of action, so I've got to go back.
(*The unfortunate incident ...*)
- 4 He's very worried because he doesn't want to hold me back.
(*He is extremely ...*)
- 5 Obviously, you might think that this is going to happen time and time again.
(*It would be only natural ...*)
- 6 I had to start at the beginning of March – you made a big point of that.
(*You were very ...*)
- 7 Given the state of play, I'd be glad to come in before I go.
(*In the ...*)
- 8 Give us a call if you wish to talk about it.
(*Should you ...*)

c Complete these sentences.

- 1 I was delighted when I heard that I _____.
- 2 However, since then _____.
- 3 My dilemma is that _____.
- 4 Please let me assure you that _____.
- 5 Whatever you decide, _____.

Write your letter

- 5 Now read the strategy and write your letter in 220–260 words, using some of the language from the exercises above.

EXPERT STRATEGY

Make sure each paragraph focuses on a different topic, and there is a clear linking of ideas between sentences and paragraphs. Avoid one-sentence paragraphs, except sometimes at the beginning or end. See page 170 for a full list of strategies.

Check your answer

- 6 Edit your work using the Expert writing checklist on page 190.