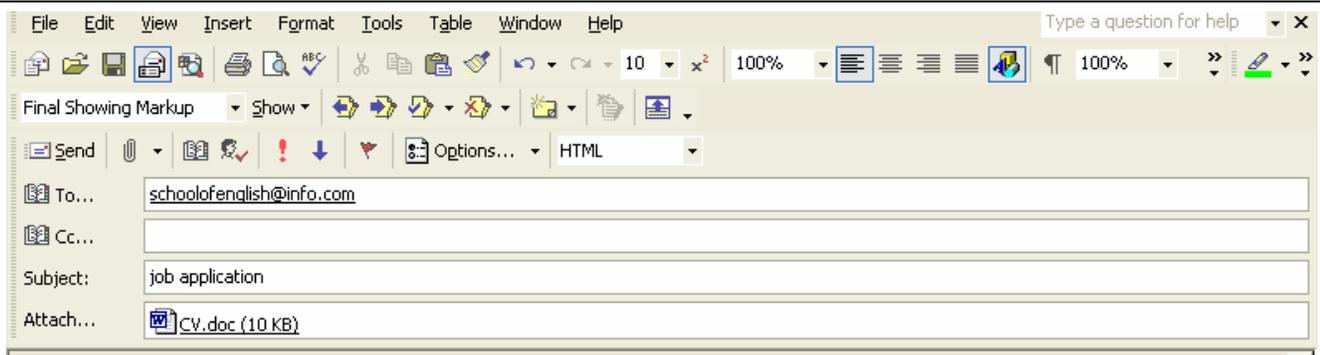


Sample email: 2A formal

You are looking for an interesting and challenging summer job. Write an email, using between 320 and 350 words, applying for the post of student tour leader. The school's email address is schoolofenglish@info.com



Dear Sir/Madam,

With reference to your advertisement in yesterday's edition of The Times of Malta, I am interested in applying for the post of tour leader for Italian students learning English as a foreign language at your school of English.

I am 22 years old and I am currently studying for a diploma in Tourism at MCAST. After that I hope to follow a career in the travel industry. During the last summer holidays I worked as a youth leader in various school projects and I enjoyed the work very much because it involved organising various recreational and academic activities for students at school. Next summer I would like to do something more varied and challenging, and for this reason I am interested in the job of tour leader.

I feel that I would be well-suited for this job as I enjoy working with young people very much. I have a lot of energy and enthusiasm and am also responsible and reliable.

I have attached my CV as a Word document. You will notice that I have supervised children on a range of sports and cultural activities within the school Scout Group. I have also, on several occasions, been responsible for transport arrangements and tickets. On two separate occasions I have also carried out voluntary work abroad, at a summer camp for school children. I was group leader and besides organising many social and cultural activities, I was also responsible for the children's well-being throughout the whole experience. I am also fluent in English, so I will also be a good influence on the students of your English School as they can practise their English outside school hours.

I would be grateful if you would consider my application. I am available for interview any weekday afternoon and you can email me or telephone me on the number below.

I look forward to hearing from you soon.

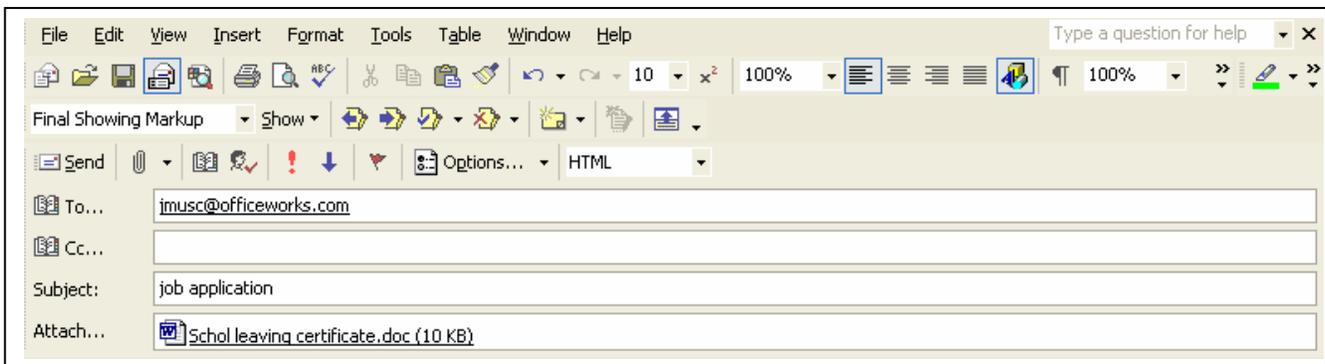
Yours faithfully,
John Mizzi

tel:99043612

Sample email: 2B Formal email

Write an email to apply for the job advertised as follows:

Wanted: Temporary secretary for general office duties. Applicant must have secondary school level of education and be computer literate. Good work habits and ability to work in a team necessary. Send your application via email to the Senior Clerk, Mr Muscat, on jmusc@officeworks.com . You should write between 180 and 200 words.



Dear Mr Muscat,

I am writing in connection with your advertisement for a temporary secretary.

I am 16 years old and I have just completed my secondary education. I have seven SEC level passes including Maths, Maltese and English and I also have my ECDL licence. I am very skilled at using computers and I regularly use Word to write documents, and Outlook to send emails. Moreover, I know how to make use of spellcheckers and the thesaurus to improve my writing.

During my years in secondary school I always did quite well and received good reports from my teachers. Attached please find a scanned copy of my school leaving certificate. I am tidy and organized in my work and as a student, my notes were always properly filed and my homework and schoolwork were neat.

I would very much like to be considered for the job as I feel I have the necessary skills and qualifications. In addition, I believe I am hard-working and though I do not have any work experience I am very motivated to learn.

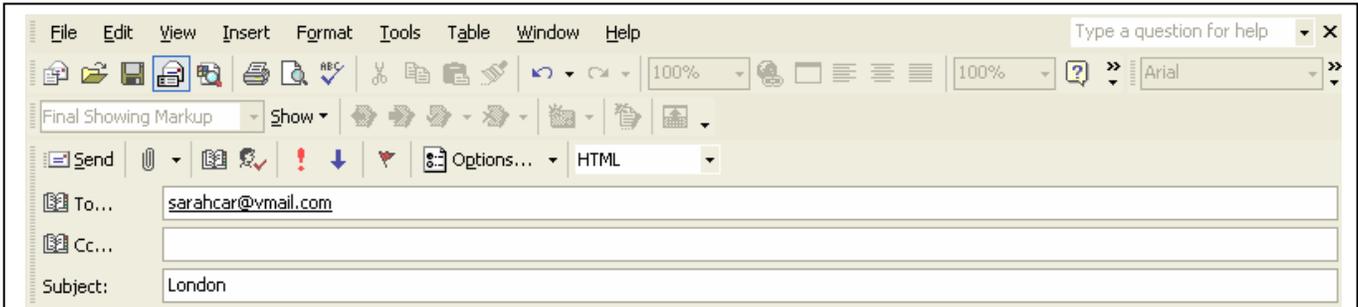
I look forward to hearing from you,

Regards,

Jonathan Brincat

Sample email: Informal 2A

You are on holiday in London. Write an email to your friend Sarah telling her how you are spending your time. Sarah's email address is sarahcar@vmail.com You should write between **320 and 350 words**.



Hi,

How are you? I'm having a wonderful time here and wish that the holiday will go on forever. Guess where I am at the moment! Well, I've found an internet Café' just round the corner from our hostel and I grabbed the opportunity to email you and tell you how I've been spending my time here in London.

I've been ever so busy the few days I've been here trying to visit all the interesting places. On Monday I visited Madame Tussaud's. This is a waxwork museum. There was such a long queue to enter. Luckily our leader had booked the tickets beforehand. It was so wonderful seeing all those wax figures of so many famous people!

I've also visited the Houses of Parliament and Westminster Abbey, two other famous landmarks in London. Tomorrow we're going on the London Eye, also known as the Millennium Wheel. This is a giant wheel that was built to celebrate the millennium in the year 2000. There are so many other places to visit. But we don't just visit museums and other interesting places. In the evening we usually go to a pub where young English people gather for a drink. It's fantastic meeting English people. I've been practising my English all along. I'm no longer self-conscious when I'm speaking in English and I've come to the conclusion that the best way to learn a language is to visit the country where it's spoken.

One of the other things I've enjoyed is visiting Hyde Park. This is one of the many parks around London. Many people go there for walks and to relax. However, what's interesting about this particular park is the Speaker's Corner where anyone is free to make speeches about any topic! We saw many different types of people making some very strange speeches!

I hope you'll have the opportunity to visit London some day. It's such an exciting place to be! I'm having so much fun!

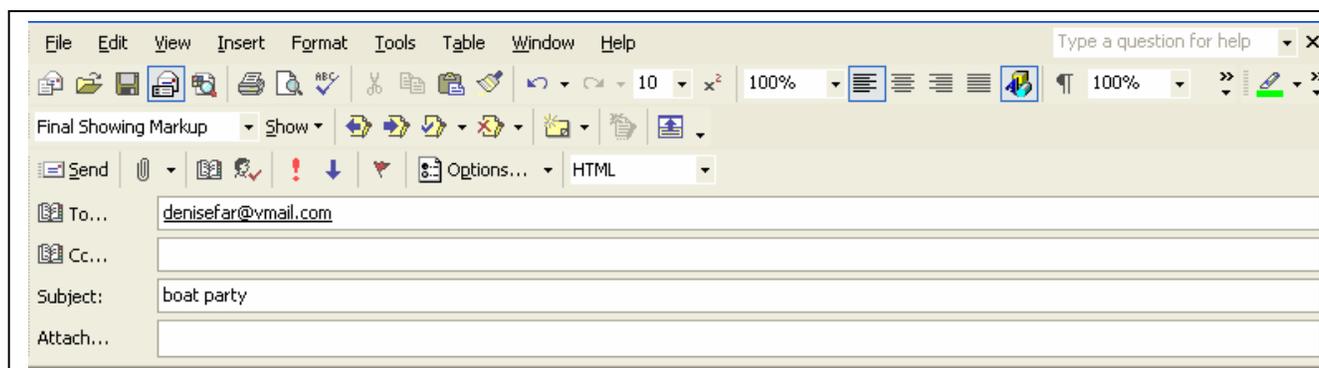
Time's up! Say hi to all the others.

See you soon.

Debbie

Sample email: 2B informal

You have been to a boat party but one of your closest friends could not make it. Write an email, using between 180 and 200 words, to tell her/him all about it. Your friend's email address is denisefar@vmail.com .



Hi Denise,

I couldn't wait to tell you all about yesterday, what a great time we had, I really wish you could have been there. But I really should ask about you first.... how are you? Is your cough better? You did well not to come because it did get a bit cold on the boat late at night.

Sue and I set off for Sliema together and joined the crowd waiting to board the boat. Good job we happened to see some people we knew because we were starting to feel a little shy.

Things were a bit quiet at first but when the boat sailed off and entered the Grand Harbour, the sight was just perfect and the party began to take off. They played some great music and people started to dance and they served nice finger food - not the usual boring stuff mind you. That's when my diet went overboard! It was such a different night out from the usual ones.

I heard someone say they were going to organise another boat party soon – and you've got to come next time!

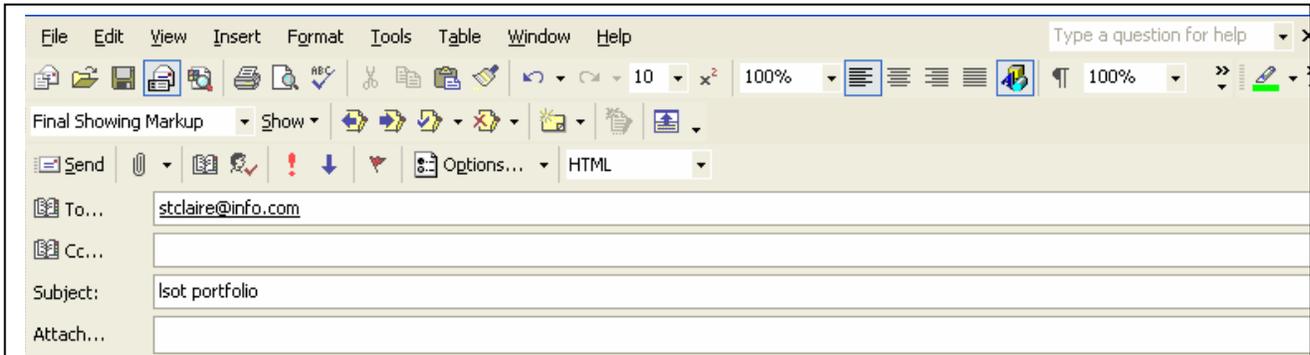
See you Monday and take care.

Lots of love,

Audrey

Sample email: 2B Semi-formal

You have just returned from the last day at school and realized that you left your art portfolio in the school hall. You cannot go for it the next day because you're leaving on a camping trip. Write an email to the Head of School about this. The school's email address is stclair@info.com. You should write between 180 and 200 words.



Dear Ms Buttigieg,

I am writing because this afternoon, while I was waiting for the school transport to arrive, I left my art portfolio in the Hall, just behind the main door. I only remembered when the bus was already some distance away. The driver would not turn back and disrupt the whole route.

Ideally, I should come to the school tomorrow to collect my belongings but I will not be able to. My family is going away on a camping trip and we're getting a lift in a mini van belonging to my Dad's friend. My mum said it's too much to ask him to drive us to the school before we set off for the camp site because the school is really not on our way.

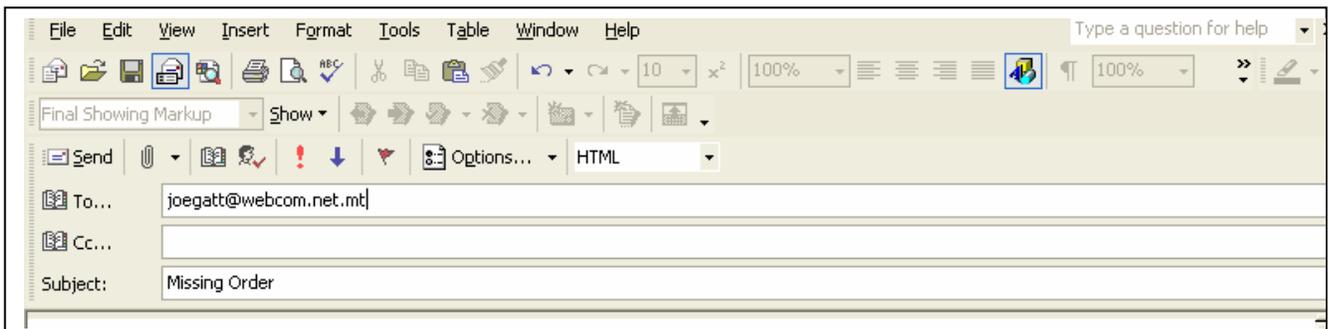
The portfolio contains work which I need for my assessment and I'm really worried in case it goes missing. If I lose it I'll get into a lot of trouble at home and with my Art teacher. Can I please ask you to tell one of the school secretaries to put my portfolio in a safe place? I'll come and collect it as soon as the camping trip is over.

Thank you.

Jon Cauchi

Sample email: Formal email 2A
Short Writing Task

You are the secretary of a computer hardware company. Write an email to Mr Gatt one of your customers, to apologise for the inconvenience created because he has not received an order. Mr Gatt's email address is joegatt@webcom.net.mt . You should write between **60 and 80 words**.



Dear Mr Gatt,

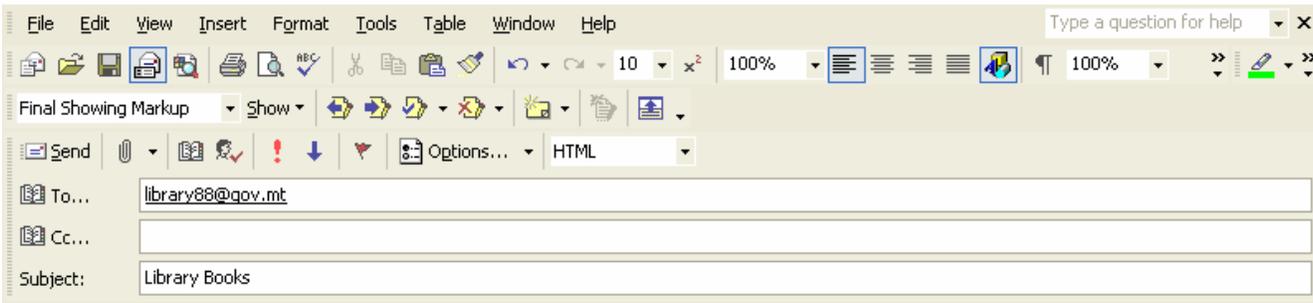
I am sorry to hear about the problems you have been experiencing with the order you placed with us on the 23rd January. I cannot as yet say who is at fault but I assure you there will be a full investigation. Moyra Brown, who is our production assistant, will contact you shortly to arrange suitable compensation for the inconvenience that has been caused.

I would like to apologise once more.

Yours sincerely,
George Hili

Sample email: Formal email 2B
Short Writing Task

Write an email to Ms Sciberras, the school librarian, apologising for not returning the books on time. The school library email address is library88@gov.mt . You should write between **50 and 60 words**.



The screenshot shows an email client window with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help) and a toolbar with various icons. The 'To' field is filled with 'library88@gov.mt', the 'Cc' field is empty, and the 'Subject' field is filled with 'Library Books'. The 'Options...' dropdown menu is set to 'HTML'.

Dear Ms Sciberras,

I would like to apologise for not returning the books but I have been away from school for a week because I had the measles. I will not be coming to school for another week or so. I promise I will return the books as soon as I am back.

Thank you.

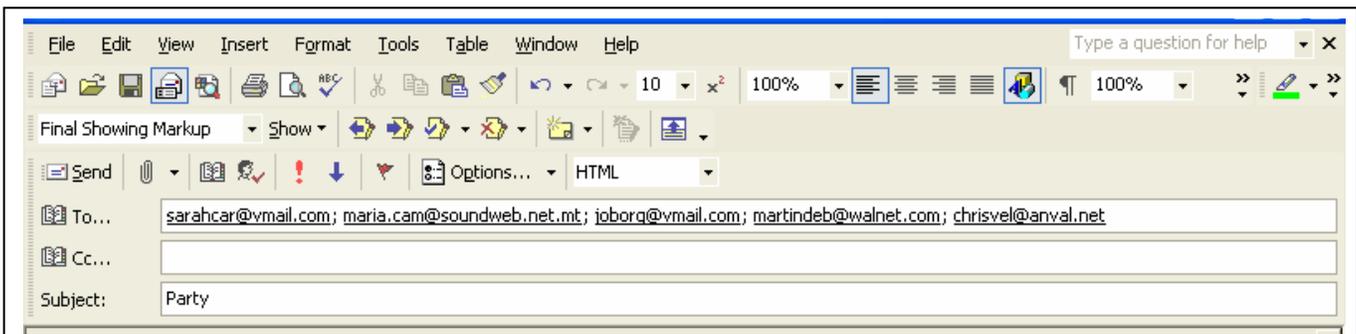
Regards,

Anita Borg

Form 4.1

Sample email: Informal email 2A
Short Writing Task

You would like to invite your friends over to your house for a party. Write the email. Your friends' addresses are sarahcar@vmail.com maria.cam@soundweb.net.mt joborg@vmail.com martindeb@walnet.com and chrisvel@anval.net . You should write between **60 and 80 words**.



Hi everyone,

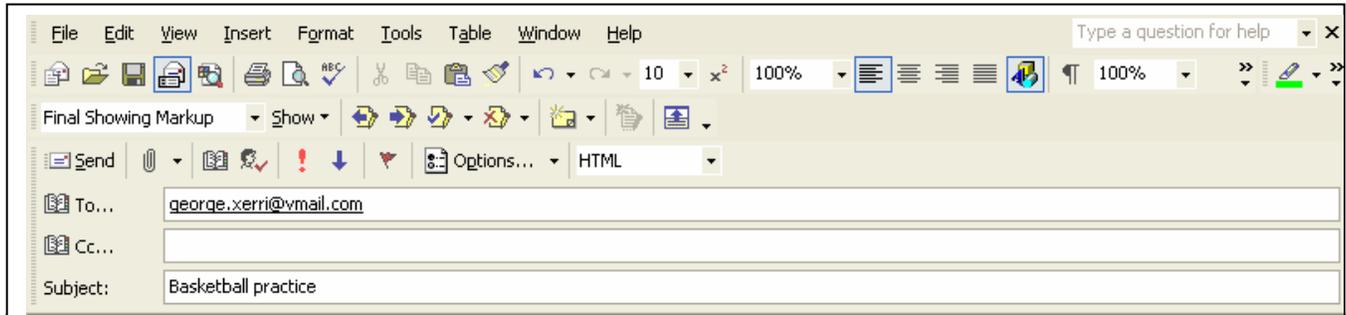
Great news! Do you remember the other day we were saying someone should organise a party? Well, now's the time! How about coming over this Saturday? We can have a party on the roof. I just need to know who's bringing what, because I'm not much of a cook. So, let me know what you can offer. I'll take care of the drinks myself.

Hope that most of you can make it. Write back soon!

Jessica

Sample email: Informal email 2B
Short Writing Task

You cannot go for basketball practice. Write an email to your coach, George explaining why. George's address is george.xerri@vmail.com . You should use between **50 and 60 words**.



Hi George,

I'm really, really sorry but I just can't make it for basketball practice this evening. We've got a biology test tomorrow and I haven't yet started studying for it. I can't afford to fail the test, because I already failed the last one.

I promise to make up for it by the next practice session.

Ron