

Worksheet 3 Writing task

In pairs, choose one of the following situations.

Situation 1: You are Head of Human Resources at an international cosmetics company. You have been in touch with an IT Training company about training for some of your staff. You have now received information about the training but need to change some of the details. With a partner, think of what kind of changes you might need to make (for example, the number of people taking the training course). Now underline the phrases and expressions in your own letter and on worksheet 2 which you could incorporate into the letter. Write the letter with your partner.

Situation 2: You are organising a conference for your company's sales representatives from all over the country. You have already booked the hotel where the conference will be held and the sales reps will stay, and have just received a letter of confirmation. However, you need to make some changes to the arrangements. With a partner, think of what kind of changes you might need to make (for example, the number of hotel rooms you need). Now underline the phrases and expressions in your own letter and on worksheet 2 which you could incorporate into the letter. Write the letter with your partner.