

Situation: You are interested in doing a period of work experience at a company in Britain or North America. You can apply to the following firms:



Cranebank
PO Box 59
Heathrow Airport
Hounslow
Middlesex
TW6 2SL
Email: hr.1.recruitment@britishairways.com



IBM Corporation
1133 Westchester Avenue
White Plains, New York 10604
United States



invent

Hewlett-Packard Company
3000 Hanover Street
Palo Alto, CA 94304-1185
USA



Marriott Royal Hotel
College Green
Bristol
England, Great Britain BS1 5TA

Write a letter of application to one of the firms above for a period of work experience. At least two of the following points should be mentioned in your letter plus one other aspect.

- Your experience with this sort of work/your training
- Your interests
- Your reason for applying for a period of work experience
- Your reason for wanting to work in Britain/North America

You decide to write for more information. Write the letter using a suitable greeting and a suitable closing formula.

Before starting the letter, decide on **the order** in which you think the four points should be included as well as an appropriate **introduction** and **close**. Include **your address** and **the address of the company**, also the **reference line, date, salutation** and **closing formula**.

Please write 150–200 words.

Sample letter number 7.

British Airways
Cranebank
Heathrow Airport
Hounslow
Middlesex TW6 2SL

Tonia Eble
Sonnenbergstraße 11a
CH-6005 Luzern

May 19, 2009

Ref: Application

Dear Sir or Madam,

I would like to apply for a work experience at your company.

My name is Tonja Ebil and I am 20 years old. Despite being a student I think I am a perfect employee, as I am a hard worker and a very friendly and enthusiastic person.

First I would like to tell you that I read two very interesting articles about your company in the Financial Times last week. Therefore I think that your company is very good for me and I would like to work there.

I would also wish to let you know about my fields of interest: I very much enjoy flying and am interested in planes and airports. My uncle is a pilot and he always used to talk to me about flying when I was little.

Besides the reasons mentioned above, I would like to work for a British company. I am studying for my advanced English examination and I would like to improve my English. When I finish my studies I am thinking of moving to London.

Last but not least I would like to express my wish to work for your company. I like your company and I think you are a very good employer.

I am looking forward to you reply.

Yours faithfully,

Tonia Eble

A levél pontszáma: A A A vagyis 45/45

**Értékelés:
sample letter number 7.**

A levél pontszáma: A A A vagyis 45/45

Indoklás:

A feladat az volt, hogy egy gyakornoki állást kell megpályázni egy- a négy megadott- cég egyikénél.

a) tartalom: A levélírója mind a három szempontról ír. A szempontokat kifejti.

A levél tagolt.

b) A levél formailag jól szerkesztett, tartalmazza a levél tárgyát (hivatalos levélnél kötelezően ott kell lennie), a megszólítás, befejezés, bűcsú formulák jók, a mondatok közti kapcsolat, gondolatok átvezetése, bekezdések átvezetése az egyiktől a másikba jó. A kötőszavak nem ismétlődnek. A használt szókincs választékos.

c) Nyelvhelyesség: a hibáinak száma nem haladja meg az alkalmoszerű eltévesztést.