

- Imagine that you are Mr. Andrew Nobel and you liked so much the abilities of Nidal Brahimi.
- Write a formal letter of acceptance to him.
- Respect the structure and content of the formal reply
- Use the following keywords: thank you for , I would like to inform you, interview, salary.....

<p>The British Embassy 03, Houcine Slimane Street Hydra, Algeris. Algeria BritishEmbassy.Algiers@fco.gov.uk January 12, 2014</p>
<p>13, 1st November Street Bousmail, Tipaza, Algeira Happylife23@yahoo.com Re : Secretary Dear Mr. Nidhal Brahimi, <p style="text-align: center;">Thank you very much for your letter of application which pleased us at the Embassy. I am writing to inform you that you are accepted to work as a secretary. Your qualifications are the required ones for the post of secretary.</p> <p style="text-align: center;">I would like you to come for an interview to talk about the salary, commitments, and timing of work. The interview will be on January 15 from 9 am to 10 am.</p> <p style="text-align: center;">Looking forward meeting you soon Mr. Brahimi.</p> <p>Yours faithfully Mr. Andrew Nobel.</p> </p>

The form ----- 2 pts :

The address of the sender , of the receiver , date, Re, salutation, body and the closing.

The content -----3 pts

- 1- Why are you writing: it should be stated clearly
- 2- Grammar accuracy: s+v+o , the tense used.....
- 3- Spelling and punctuation: capital letters, full stop