

# WRITING



Read an application letter for a volunteer position. Match the paragraphs with their aims.

187 Giang Vo Street

Dong Da, Ha Noi

1 January 20\_\_

Heart to Heart

Charitable Organisation

100 Ha Thanh Street, Ha Noi

Dear Sir or Madam,

### Paragraph 1:

I am writing to apply for a volunteer position at the local centre for community development. I heard about this opportunity in a public announcement last Monday.

### Paragraph 2:

I am interested in your community development projects because I really care about the life of people in the community and want to offer my services to you. Currently, all my Sunday afternoons are free, and I will be able to help at the centre if I am chosen.

### Paragraph 3:

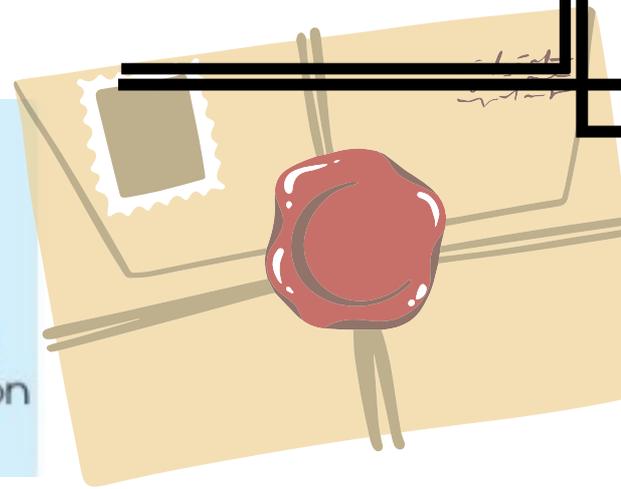
I have already filled in the online application form and sent it in as requested. I am available for an interview on any weekday after 4.30 p.m. or at weekends. If my application is successful I can start immediately.

I look forward to hearing from you.

Yours faithfully,

Nguyen Ha Vi

- A. Saying why you want to do the job
- B. Saying when you are available for an interview and can start work
- C. Mentioning the job you are applying for and where you got the information from



# WRITING



Read the job advert and answer the question below.



**VOLUNTEERS  
NEEDED**

- Our Heart to Heart Charitable Organisation needs reliable and hard-working volunteers to work at our head office.
- The job will involve welcoming guests and visitors to the office, and receiving and sorting donations.

1. What qualities are needed for the job?  
 ->.....

2. What are the job duties?  
 -> .....

Complete the application letter for the job in 2. You can use the ideas in 1.

.....Street  
 .....  
 1 January 20

Heart to Heart  
 Charitable Organisation  
 100 Ho Thanh Street, Ha Noi

Dear Sir or Madam,  
 I am writing to apply for a volunteer position .....  
 I am interested in.....  
 I am available for an interview..... If my application is successful,  
 I can start.....  
 I look forward to hearing from you.

Yours faithfully,  
 .....

# New words

1. **be available for** /bi:ə'veɪləbl fɔ/ 

(v.phr): có sẵn

Tell me when you **are available for** an interview and can start work.  
(Hãy báo với tôi khi bạn sẵn sàng để phỏng vấn và có thể bắt đầu công việc.)

**public announcement** /pʌblɪk ə  
ˈnʌnsmənt/ 

(n.phr): thông báo công khai

I heard about this opportunity in a  
**public announcement** last Monday.

(Tôi đã nghe nói về cơ hội này trong một  
2. thông báo công khai vào thứ Hai tuần  
trước.)



3. **be interested in something** /bi ɪntrəstəd ɪn/ 

(v.phr): quan tâm

I **am interested in** your community development projects because I really care about the life of people in the community and want to offer my services to you.

(Tôi quan tâm đến các dự án phát triển cộng đồng của bạn vì tôi thực sự quan tâm đến cuộc sống của mọi người trong cộng đồng và muốn cung cấp dịch vụ của tôi cho bạn.)

4. **request** /rɪkwest/ 

(v): yêu cầu

I have already filled in the online application form and sent it in as **requested**.

(Tôi đã điền vào mẫu đơn đăng ký trực tuyến và gửi nó theo yêu cầu.)

5. **look forward to doing something** /lʊk fɔwəd tu:ðu()ɪŋ əlmθɪŋ/



(v.phr): mong muốn làm gì đó

I **look forward to hearing** from you.

(Tôi mong muốn được nghe từ bạn.)