

4. Reference

3. Addressee's name and address

1. Sender's full name and address + phone + email

2. Date

5. Opening Formula

White,

The position of Systems Analyst advertised in today's *Daily News* is exactly the kind of opportunity I have been waiting for.

After getting my B.A. 2nd class Honours degree in Span-

6. Body of the letter

7. Closing formula

8. Sender's name

9. Signature

10. Enclosure

CV

1 Say what these expressions correspond to, in the letter:

Number	Expressions
	a. Dear Sir / Madam
	b. Enc. a CV / an invoice / ...
	c. Yours sincerely / Yours faithfully
	d. January 28th, 20...
	e. I am writing to apply for the job of..... As requested, I enclose a resume...

2 Find the English for:

a. Pièce(s) jointe(s) : _____

b. Expéditeur : _____

c. Formule de politesse : _____

d. Destinataire : _____

3 Underline the odd expression in each series.

Series 1: Dear Sirs – Dear Mr Chang – Hello John – Dear Miss Spencer – Dear Madam

Series 2: Yours faithfully – Love – Best wishes – Yours sincerely – Sincerely yours

4 Match the expressions and the categories.

Categories	Expressions
References ■	■ Thank you for your letter of March, 4 th ...
Information (request) ■	■ In reply to your letter, I have the pleasure...
Complaint ■	■ For information concerning my previous position, please refer to...
Replies ■	■ I would like to know if an interview is...
Thanks ■	■ I have not received your brochure and price list... There seems to be a mistake...