



Letter and E-mail Writing

English Writing 10

Job Application

① Discussion

Have a look at the 5 job openings.

Discuss with a partner which job you'd prefer and WHY.

You find all the material in the 'English at Work' section on the shelf in the English Corner.



② Writing

Chose a company and write a letter of application to the company where you'd like to apply to.

If you need help ask a teacher or check the shelves for the 'Writing Letters Package' at the English Corner or at the *Lernraum Sprachen* (Ceres).

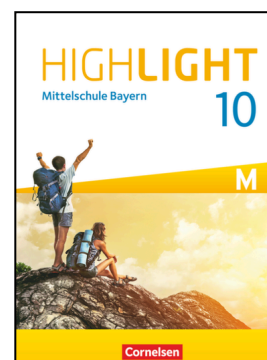
Hand it in to your teacher.

③ Official Letter - Practise

Look at your textbook on page 28. At exercise 1 a) you find an example of how to write an official e-mail.

Now rewrite Marta's **informal** e-mail to Luc Didier in a **formal** style.

Hand it in to your teacher.



Teacher's Signature



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