**QUESTIONS**

 **Can you write a letter of application? Read the following extracts from two letters about the advertisement for administrative clerk. Fill in each blank with a word from the following list**:

- as, audio, available, consider, enclose, inquiries, favourably, for, form, further, in, opportunity, position, take, to, with

1. Dear Sir or Madam,

In reference (1)……….your advertisement in today’s *Morning News*, I am interested (2)……….applying for the (3)……….of administrative clerk with your company. Could you please send me (4)……….details and an application (5)……….

2. Dear Sir,

I would like to apply (6)……….the position of administrative clerk with your company. I

(7)……….my application form. I am presently working (8)……….a secretary in the ac-counts office at TW Industries. My responsibilities include (9)……….and copy typing and dealing (10)……….correspondence and telephone (11)………. . Twice a week I have been going to evening classes in bookkeeping and I intend to (12)……….an examination in three months. I am applying for the position because I would like an (13)……….to make more use of my training. I would be (14)……….for an interview at any time. I hope that you will (15)……….my application (16)……….

***\*EXTRAS***

***ADDITIONAL SOURCES***

**FUTURE FORMS AND EXPRESSIONS OF LIKELIHOOD**

https://learnenglish.britishcouncil.org/english-grammar-reference/talking-about-future

https://learnenglish.britishcouncil.org/intermediate-grammar/future-continuous-and-future-perfect

https://learnenglish.britishcouncil.org/intermediate-grammar/future-plans