You have just been notified that your application for a post in an international company or organisation has been unsuccessful. Write a letter to a close friend referring to the following:

- What the job involves.
- Your surprise and disappointment.

Your immediate plans.

Use the space below to note down your ideas
Write a letter to the editor of a newspaper expressing your disagreement with an article published recently concerning immigrants occupying local jobs referring to:

- The kind of jobs involved.
- The opinion expressed in the paper.
- What you want the newspaper to do.

Use the space below to note down your ideas.