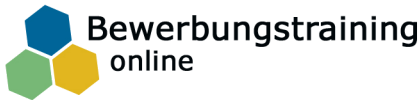


# Letter of Application



Re-write these sentences replacing the underlined expressions by words of similar meaning!

Talk about your suggestions with your teacher!

I am writing to enquire whether you might want a hard-working trainee.

**My suggestion:**

I understand there is an opening for someone with good knowledge in foreign languages.

**My suggestion:**

I am greatly interested in the post in your Sales Department.

**My suggestion:**

I began my career as a trainee with Douglas Myert where I acquired a thorough grounding in the engine business.

**My suggestion:**

I am available whenever it suits you.

**My suggestion:**

I am well acquainted with all forms of office work.

**My suggestion:**