**Writing assignment 5**

**Write two letters and use 160 – 200 words for each.**

**Writing A**

**You successfully passed a job interview. You are expected to start on June 15, but you will not be available on that date.**

**Task: Write a letter to your new boss, explaining your situation, expressing your concern and suggesting a solution.**

**Addressee:**

**Mrs S Davis**

1 Albion St, Leicester, LE1 6GD, UK

Date:

Today

**Writing B**

**You are not happy with the course you are doing at college and would like to change to a different course.**

**Write a letter to the college services officer requesting to change your course. You should include details about:  
– what course are you doing now  
– why you are not satisfied with that course  
– what course would you like to change to**

**Addressee:**

James Harris  
College Services Officer  
Swansea University  
Singleton Park  
Swansea  
SA2 8PP  
Wales, UK

Date: today