

Task:

You work for an international company. You have seen an advertisement for a training course which will be useful for you job.

Write a letter to your manager. In your letter:

- **Describe the training course you want to do**
- **Explain what the company could do to help you**
- **Say how the course will be useful for your job**

Dear Sir/Madam,

As you know I am working as a project manager in the PMO department. Recently I have seen an advert regarding a three-~~days~~ Claim Management training which will be held by a private institute from 9th to 11th October. I have known ~~I knew~~ this academy since when I was working in Alpha Company and my personal conviction is that not only are their trainings extremely practical, but also up-to-date. Hereby, I would like to ask you to give me a chance of participating in the course. In addition, it would be highly appreciated if the human resource department paid ~~pay~~ the tuition fee which is roughly 10,000\$ and accepte~~d~~ my leave of absence during the mentioned days as well.

From my point of view, a mutual merit will be achievable from this training for both the enterprise and me~~t~~. As you know our company has always suffered from the lack of knowledge in Claim Management inasmuch as ~~as far as~~ in many cases we were not able to receive our extra works' expenditures, so this course will hone~~s~~ my skills in claiming ~~to claim~~ our extra work based on academic methods.

Thanks a lot for your consideration and I look forward to hearing from you.

Yours faithfully,

Sarvenaz Ashrafi

Task:

You normally travel to work by train, but the railway timetable has been changed and the train you usually took no longer stops at your station.

Write a letter to the railway authorities. In your letter:

- **Introduce yourself and say how you used to travel by train**
- **Describe the problems the new timetable causes you**
- **Say what you want the railway authorities to do**

Dear Sir/Madam

I am writing to express explain my dissatisfaction regarding the new trains' schedule. For the past 3 years I have been was a regular interval passenger of train 7:30 A.M from Tehran City Center to Pardis town, but due to by the recent last changes in the timetable, the mentioned train will not stop at Pardis town anymore, so I face much many inconvenience in this regard as the other choices are quite expensive or time consuming.

As a result of By this new timetable I must use my own car because by the 8.00 am train 8:00 A.M-I will arrive late at work and I should spend my extra time in cafés or parks if I choose the earlier one, also using my personal car has many drawbacks such as either getting stuck in bumper to bumper traffic or consuming burning large amountss of fuel.

Therefore, I would like to ask you to change the time table to the pervious format since train 7:30 A.M was the appropriate choice to reach the suburb.

Thank you in advance and I look forward to hearing good news in this regard.

Yours Sincerely,

Sarvenaz Ashrafi