

Task:

Write a letter to your manager to nominate a person for best employee of the year award. Explain in your letter

- Who is this person?
- Why did you choose him/her?
- What are the characteristics of a good employee?

Dear Mr. Farhadi

I am writing to introduce the best employer of the year for annual awarding.

From my perspective, Mr. Vahidi, who is working as a software developer in Software Expansion Department, will be the one who can be the employee of the year. I believe he is a person who has so many an amount number of skills which distinguish him from others. He is excessively professional in software which is needed for his occupation besides being quite responsible about his tasks and duties. Moreover, I think that not only is he well-read in his major, but also quite creative. If you can remember last month when one of the company's website went getting down due to a problem the aforementioned (this man) with a 24 hours' working solved d the problem which none of the other developers could not do it and this demonstrates s his both his responsibility and knowledge.

So, I would like to introduce him as a person who is quite eligible to be the employer of year.

Deserve sth = To be entitled to sth = to be worthy of

Yours faithfully,

Sarvenaz Ashrafi

Task:

You would like to rent a car for a holiday. Write to the car rental agency. In your letter

- **Explain what type a car you would like**
- **Give details of when you would like the car**
- **Request more information about the cost**

Dear Sir/Madam

I am writing to ask you about your rental cars as well as the cost.

I have made a plan for an off-road trip to one of the desert in the country, so I believe that it would be a great idea if I chose a four-wheel drive car since such an environment needs a powerful car. For your information my plan is for next month and I wish to pick up the car on 15th December for seven days. I believe I can turn it back on 22nd of December if everything goes well. However, we may expand it for two or three days more if my travel-mates accept. Thus, I would like to ask you to update me on the price for seven days as well as each extra day if we expand the journey.

My personal conviction is that during a trip an insurance is a must, so it would be highly appreciated if you inform me about the related cost for both car and passengers.

I look forward to hearing from you.

Yours Sincerely,

Sarvenaz Ashrafi