

**WRITING TASK 1**

You should spend about 20 minutes on this task.

*You need to take **one month's leave** from your work for personal reasons.*

Write a letter to your boss. In your letter:

- explain the reason for the leave and how much leave you need*
- explain how you will keep up-to-date while you're away*
- suggest how your work could be covered while you are away*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

KEY **C&C** **bold**
 LR *italics*
 GRA underlined

Dear Jack,

Further to our conversation today, I'm writing to confirm that I need to take *one month off to resolve some personal problems*.

With regard to the reason, my wife's family has recently *suffered a sudden bereavement*. **As a result of this**, her *family business* is *in turmoil* and she has to return to her home town in the north to sort things out.

Under the circumstances, *it is my responsibility* to be with her to offer *moral support*, for one month at the most.

In order to keep me up-to-date while I'm away, please continue to "copy" me on all relevant emails. **As for my clients**, I will ask them to deal with Jim (see below) for all *day-to-day matters* and for anything that Jim can't *handle by himself*, they can contact me directly.

Commented [TG1]: Reference to an imaginary previous conversation. If you're in the same office, it's likely you have already mentioned the matter to your boss



As far as my duties are concerned, we've both been impressed by Jim Fowler's work since he joined the firm. *I'm confident* he could do most of my work while I'm away, **especially as** he met *most of my clients* in his *probation period* last year.

Commented [TG2]: Use signposting to show the examiner that you're addressing the bullets

I'll make these arrangements as soon as I get your agreement.

Commented [TG3]: Or *consent*

Many thanks.

Sincerely,

Tony

194 words