

Applying for a job II

This task is about editing a job application.

The writing below is an application for a part time job.

There is editing to be done at the underlined points signalled A to F.

Use the chart that follows the application for your answers.

Dear Ms Tuputala

Re: Part-time job

I wish to apply for the part time job advertised on the local community noticeboard.

I think it sounds like an interesting job. **(A)** I've had **(B)** xperience in a similar position with **(C)** Johns Bakery but I left because the hours **(D)** sucked big time.

My C.V. is attached.

I look forward to your reply.

(E) Catch you later

Chris **(F)** 'the man' Marston

Type of Error	Example (Letter only)	Write a correction for the error
Spelling		
Inappropriate close		
Slang		
Tone		
Punctuation		
Contraction		

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