



You would like to work as an au-pair in London. You read the following advertisement in the Guardian.

Interested in working in ITALY or the UK
as a Mother's help with friendly families?

Family Services, a top agency with 30 years experience, can help
you find a position with
excellent pay and conditions, good families, generous free time and
opportunities for study.

Contact *Family Services* on 020 8946 5728
or
info@englishitalian.plus.com

How much?

Working hours?

Duties?

Meals with the family?

Language course?

Write a **letter of enquiry** of between **120 and 150 words** to the agency.

Write about **ALL** the points you have underlined with the help of the bubbles. Explain each point in a minimum of 2 clauses or short sentences, one of which should include your own idea.

Do not write any dates or addresses. Finish your letter as appropriate but do not write any name underneath.

Count and then write the number of words here:

Dear Sir/Madam,

MINTAMEGOLDÁS

Dear Sir/Madam,

I have seen your advertisement for mother's helps on the internet and I would like to know more about the job.

First, I would like to know how much the pay would be. I am also interested to learn more about the working hours. Would I have free weekends, and would I have to work every evening? I am asking this because I would like to study on a language course. Can you help me find a good language school?

The most important thing for me is that I can stay with a nice family. So I need to know exactly what my duties are. Will I have to clean the house and look after the children too? Finally, I would like to ask if I can eat with the family, or will I need to make my own food?

I look forward to your answer,

Yours faithfully,