

Task

1. Read the advertisement below.

Hotel Manager

Ztir Hotels, the high-profile international hotel chain, is looking for a highly-motivated, success-orientated hotel manager.

The ideal candidate will have excellent organisational and interpersonal skills. Most importantly, he/she will be able to make things happen. A qualification in the hotel industry is desirable although not essential.

An excellent package will be offered to the right candidate.

Please send your CV and covering letter to Ztir Hotels, 45, Fleet Road, London W5GR, or send it to info@ztir.co.uk for the attention of Jo Philips. Deadline: April 01.

2. You are going to write a letter of application **140-190 words** in response to the advertisement. Make a plan of the paragraphs you will include and their content. You may invent personal information. Discuss your ideas with a partner.

Assessment criteria

- The information included is relevant and appropriate for a letter of application.
- The letter follows a standard layout. Content is clearly and logically organised.
- The language used is appropriately formal.
- There is an appropriate range and variety of structures and lexis used to express ideas.
- There are only occasional errors and they do not lead to misunderstanding.