Task 1

You are going on a short course to a training college abroad. It is a college that you have not been to before.

Write a letter to the accommodation officer. In your letter

• give details of your course and your arrival/departure date

• explain your accommodation needs

• ask for information about getting to and from the college.

Dear sir/ madam,

I am writing to you in the hope that I can obtain enough information about your college accommodation facilities.

I am going to London in order to having a short course in modern structures in the next month on November 21 and I will be there for 3 weeks.

I hope that you can offer me an accommodation which have the following facilities. I am looking for such accommodation which is just a short bus ride away from college or within walking distance. Also because of some digestive problems I need to cook for myself, so I need an almost equipped kitchen with the main cooking and dinning utensils, refrigerator, microwave, oven and kettle. Besides, I need to have a study desk and lamp for studying, and also a safe box for my money, passport, etc.

However, I read some information about getting to and from the college, I would be much obliged to you if you can give me more detailed information.

Your prompt and favorable attention to my inquiry would be highly appreciated.

Yours faithfully,

Sarah

(181 words)