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 or Madam,

I am writing this quick email to inform you that I enrolled a project management course at Anyang college which is held from Monday 20th June until 10th July. I would also like to explain more the details.

This course is very important for me because I need the certificate of accomplishment after I finish it because I will have been promoted in my job position. I will be arriving on June 13th at 1 PM which is a week prior to the first day of the class to give myself some time to get used to the local climate and will be leaving on the early morning of Saturday the 12th of July.

So I require a single room with an attached bathroom. If that is not available, a shared bathroom is also acceptable. In addition, I need some peace and quiet to focus on my studies so I would really appreciate it if you could consider a quiet room for me.

I also would like to know how I can commute from the living place to the collage, and vice versa. Will I need to take public transport from the station or is there a college bus service? If I can get to the school by foot, I would be grateful if you provided me with the complete address.

Thank you for your time and effort in managing the accommodation.

Yours faithfully,

John Carine