

6 Get it write!

Jeremy Taylor & Jon Wright

Look at the job application letter. In each paragraph, there are three grammar mistakes and two spelling mistakes. Circle the mistakes and correct them.

Via Garibaldi
18 – 10122 Turin
Italy

Sarah Becket
Personnel Department
International Data Ltd
89 Bridge Road
London
SE1 5BG

16 August

Dear Ms Becket

In reply of your advertisment ^{to} ^{advertisement} who were in today's edition of *The Times*, I am writing to apply for the position of Customer Servises Manager in your company.

I graduate from Milan University in 1998, and I has four years' expierince of working in customer services in company in Italy and great Britain.

I am currently working in the Customer Services department of a large IT company in Turin. I am responsible of the day-to-day running of the department and I manage a team of three staff. Last year I have implemented a new systeme for deal with customer complains which has been extremely successful.

I would like develop my proffesional skills and take on more managerial responsibilities. I am also interesting in working in London because it will give me the oportunity for improve my English.

I inclose a copy of my cv for you reference. I would be happy to coming for an interview at any time but I would need a week's notice to made any necessary travel arrangements.

Yours sincerely

Marco Brucato

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