

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

You have had a bank account for a few years. Recently you received a letter from the bank stating that your account is \$240 overdrawn and that you will be charged \$70 which will be taken directly from your account. You know that this information is incorrect.

Write a letter to the bank. Explain what has happened and say what you would like them to do about it.

You should write at least 150 words.

You do **NOT** need to write your own address. Begin your letter as follows:

Dear Sir,

General Training Module

WRITING TASK 2

You should spend about 40 minutes on this task.

As part of a class assignment you have to write about the following topic:

We are becoming increasingly dependent on computers. They are used in business, hospitals, crime detection and even to fly planes. What things will they be used in the future? Is this dependence on computers a good thing or should we be more suspicious of their benefits?

You should write at least 250 words.