

General Training Task 1: Working abroad

Introductory sentence

- Start your letter with a friendly greeting and explain that you are thinking of working abroad (possibly in the same country as your friend)

Paragraph 1

- Explain your main reason(s) for wanting to move abroad (fed up with current job; want a new experience; can't find work in home country etc)

Paragraph 2

- Describe the type of work you are looking for (which sector? which field? which department? which area?)

iPass tip – Try to give as much detail about the job as possible as this gives you an opportunity to demonstrate a wider range of vocabulary. You can also talk about your previous work experience to use a wider range of verb tenses.

Paragraph 3

- Ask your friend 2 or 3 questions related to living and working abroad which you believe they will be able to answer (best places to live; recruitment procedures; cost of living etc)

iPass tip – Try to use indirect question forms to demonstrate that you can use a wider set of grammatical structures.

Concluding sentence

- Thank your friend in advance and say that you are looking forward to hearing from / seeing your friend soon.