

## WRITING

### WRITING TASK 1

You should spend about 20 minutes on this task.

*You would like to reduce your working hours in order to study part time.*

*Write a letter to your boss. In your letter*

- *explain why you want to reduce your working hours*
- *say which hours you would like to work*
- *describe how your part-time studies would benefit your employer*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear .....,