

# Writing Paper

Exam Center \_\_\_\_\_  
Date of test \_\_\_\_\_  
Test-taker ID \_\_\_\_\_

<http://medicalenglishtests.eu/>



The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the  
Erasmus+ Programme  
of the European Union



## Task 1

You want to participate in an international conference in Leeds (2-4 May 2022).

**Write a congress application in 180-200 words.**

The sender's and addressee's names, addresses, date as well as opening and closing remarks and signature are not included in the word count.

**Use the following information:**

- sender's name: Chelsea Porter (2456 Gordon Street, Riverside, California)
- addressee's name: Pharmaceutical Research Institute (75 Golf Road, Swanbridge, CF64 21RT)
- date: 14/01/2020
- communicative purpose: participation and poster presentation, 6<sup>th</sup> International Conference on Clinical Pharmacy, First Circular

**In your letter:**

- inform: your poster presentation title
- attachment: abstract
- inquiry: registration → preferring early bird, what fee includes
- inquiry: guidelines for poster presenters (poster format, design, layout)
- inquiry: accommodation
- confirmation: social events options - gathering by bonfire, informal dinner → veganism

**Model answer – Congress application**

2456 Gordon Street  
Riverside  
California

Pharmaceutical Research Institute  
75 Golf Road  
Swanbridge  
CF64 21RT

14/01/2020

Dear Sir/Madam,

I am writing in response to the First Circular for 6th International Conference on Clinical Pharmacy which is held in Leeds, England from 2-4 May 2020.

I would like to register as both an attendee as well as a poster presenter. The title of my poster is: 'Modelling of pharmacist role in patient safety'. You will find the abstract for the poster enclosed.

Concerning the registration, I would prefer the early bird registration. I would be also glad if you could specify what the conference fee covers as I am not sure whether conference materials are included in the fee. As far as the poster presentation is concerned, could you please send me the guidelines? I am particularly interested in the poster format, design and layout.

I would like to confirm my participation in the planned social events, i.e. the gathering and the conference dinner. Furthermore, I would be grateful if you informed me if there are vegan options planned on both events. Last but not least, I am thinking of booking extra nights, would be so kind as to tell me to whom I should write to specify my reservation dates?

I am looking forward to your reply.

Yours faithfully,

Chelsea Porter

*(199 words)*

*References: Attiya Gul Rizwan, Clin Pharmacol Biopharm 2015, 4:4 <http://dx.doi.org/10.4172/2167-065X.C1.017>*