

Writing Paper

Exam Center _____

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Points:

XX/12

Task 1

You want to support your former employee who applies for a job as an orthopaedic surgeon.

Write a support letter in 220-250 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: Martha James (Prestwich Hospital, Bury New Rd, Manchester M25 3BL)
- addressee's name: HR Department, Royal Manchester Hospital (Upper Brook St, Manchester M13 0FH)
- date: 5/01/2021
- communicative purpose: supporting colleague (Colin Bland), an orthopaedic surgeon

In your letter:

- explain: how you know person
- inform: example(s) of his responsibilities
- inform: his education
- explain: qualities which make him perfect candidate
- explain: why he chose such career pathway
- explain: why he chose this job offer

Model answer – Support Letter

Prestwich Hospital
Bury New Rd
Manchester
M25 3BL

HR Department
Royal Manchester Hospital
Upper Brook St
Manchester
M13 0FH

5/01/2021

Dear Sir/Madam,

I am writing this letter to support Colin Bland for the position of an orthopaedic surgeon. I have known Colin for over three years, during which time he worked at our Orthopaedic ward as a surgeon.

I have been consistently impressed with Colin's attitude and effectiveness during the time that he worked in hospital. His main responsibilities involved conducting and supervising direct patient care, as well as participating in on-call schedule in a responsive and timely manner.

As far as his education is concerned, Mr Bland graduated from Medical University of London with an MB degree and completed a residency in the orthopaedic surgery at our Prestwich Hospital.

As an experienced surgeon, Mr Bland would be a great asset to your hospital. He is well suited for this position, as he is ambitious, patient-centred, and highly motivated. He has excellent clinical knowledge and has shown the ability to digest large volume of information. He has always wanted to pursue a career in an orthopaedic field as it allows interaction with patients and health care professionals, as well as a participation in a fast-paced work environment with multiple responsibilities.

I believe he has chosen this job offer since Royal Manchester Hospital is a progressive, forward-thinking, and an unique place to develop his surgical skills.

I recommend Mr Bland without reservation. Please inform me if you need any additional information about this outstanding young man.

Yours faithfully,

Martha James

(233 words)