

IELTS Letter #1

Contributed by Rad Danesh
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Write a letter to the Information Officer at the TAPE Information Office asking for information about the Tertiary Preparation Certificate.

Describe your educational background and your reasons for wanting to do the course. You should write at least 80 words. Allow yourself 15 minutes for this task.

model answer: Dear Sir/Madam,

I would like some information about the Tertiary Preparation Certificate. If possible I would like to enrol in this course as a part-time student in 1992.

I left school eight years ago after completing the 11SC. Since then I have worked as a sales assistant in both Grace Bros and David Jones. From the beginning of this year I have been in charge of the Children's Wear Department in Grace Bros, Lilyfield.

However, in order to advance any further in my career into a managerial position, I will need to do some further study, such as a Marketing or Business Course. Because I have not studied for many years, I believe that I should complete the TPC before enrolling in a Business course.

Could you please send me the information as soon as possible, and tell me the dates for enrolling in the Tertiary Preparation Certificate.

Yours faithfully, {mosgoogle left}