



Handout: Reviewing and editing with Google Docs

Read the letter of application through once. Has the writer included all of the required information? Has the writer organised their ideas appropriately?

Read the letter through a second time and underline any errors. What language point does the writer seem to have problems with?

Dear Mr S. Martin,

My name is Holly Parker and I'm writing this letter as a response to your latest add in the *Student International Magazine*.

We are a family of four: my husband Gregory, forty-five, working as a consultant manager for a tourist agency; our two sons Eric, 18 years old, and John, 16 years old; both students; and of course myself, 43 years old and working as an account manager. We have a 5 bedroom and 4 bathroom cottage and we live at a short distance from the best tourist attractions in the region and within walking distance from the nearest bus and railway station.

We would be more than happy to wellcome amongst us a male foreign student, to live with us as a part of our family, for the duration of two years. Besides lodging we offer three meals per day and he would be more than wellcome to any family outings and activities. We are making this application because we would like to experience living with someone coming from another culture and also because my boys are going to leave soon to France as exchange students and I would like to know what would be the best option for us as parents, to send them to college accomodation or to families like us.

I sincerely hope my letter of application will be accepted and that we are found suitable to host an international student.

Best regards