

**2 Open letter to King Charles III** **WAY 1****1. Read** the letter and **identify**:

- a.** the date:
- b.** the addressee:
- c.** the writers:

2. Pick out the name of the agreement mentioned in the letter.

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3. Say what the agreement was about.

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4. Identify the main issues the writers raise about the agreement.

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5. Explain why the writers want King Charles III to take action.

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6. Sum up the writers' hopes for the future.

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3 Are you New Zealand's next representative to Commonwealth Day? **WAY 2****1.** Before listening to the audio **match** each Māori word or phrase with its meaning in English.

- | | |
|----------------------------|--------------------|
| a. Kia ora koutou • | • New Zealand |
| b. A Kiwi • | • Hello to you all |
| c. Aotearoa • | • a New Zealander |
| d. mahi • | • work |

2. Watch the video and **identify** who it is addressed to.

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3. Say what opportunity the audience is invited to apply for.

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4. Pick out details about the opportunity (who can apply, what the deadline is).

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1 2 3 Join your team and **complete** the table with information about the political relationships between New Zealand and the UK.

[illegible]

YOUR FINAL TASK

The draft paper

1. Read the instructions and **identify**:

- the context:
- why you are writing:

2. What type of letter will you write? **Tick** the correct answer.

- ☐ a business letter ☐ a cover letter ☐ a thank you letter ☐ a recommendation letter

3. **Complete** the template of the letter with the appropriate headings.

Parts of a Cover Letter

ANDREA BUTLER

XXXX XXXXX XXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXX X XXXXXXXXXXXXXXX

Sincerely,
Andrea Butler

●

●

●

●

●

applicant contact details

conclusion

date

greeting

introduction

motivation

experience/skills/qualities

sign off

signature

subject

4. For each part of the letter, **brainstorm ideas** and **write down** some notes about.

- ☐ yourself and why you're writing
- ☐ why you want to be a representative and what it means to you
- ☐ what makes you a good representative
- ☐ what you know about New Zealand and its relationship with the UK
- ☐ what you can gain from this experience

5. Complete each sentence starter with your own ideas.

<i>I'm writing to ...</i>	<i>I would be honoured to ...</i>	<i>The Commonwealth stands for ...</i>
<i>...strengthen the bonds/ties between ...</i>	<i>foster cooperation</i>	<i>promote New Zealand's culture</i>
<i>thanks to my background in [youth leadership, public speaking ...]</i>	<i>I have a good understanding of ...</i>	<i>My experience in ... have prepared me to ...</i>
<i>I'm passionate/excited about ...</i>	<i>I'm committed to ...</i>	<i>I'm eager to + V</i>
<i>Being selected to represent ...</i>	<i>This opportunity would allow me to ...</i>	<i>Thank you for + V-ing ...</i>
<i>I look forward to + V-ing ...</i>		