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## WRITING TASK 1

You should spend about 20 minutes on this task.

**You work for an international company. You have seen an advertisement for a training course which will be useful for your job.**

**Write a letter to your manager. In your letter**

- **describe the training course you want to do**
- **explain what the company could do to help you**
- **say how the course will be useful for your job**

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

**Dear Sir or Madam,**

## WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

**Some people say that it is possible to tell a lot about a person's culture and character from their choice of clothes.**

**Do you agree or disagree?**

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.