

The letter on the page has been written in Mrs. Headmaster of a school like yours. Write his reply.

Write a letter in reply to this advertisement:

THE JUNIOR RANGERS CLUB is an organization which provides holidays for young people from all over Ireland. JUNIOR RANGERS holidays are exciting — different — fun! If you go on a JR holiday you will meet people of your own age from all over the country. You will take part in all sorts of exciting activities. If you would like to join Junior Rangers, write now to:

Mr. P. Harris  
Junior Rangers Club  
25 Drumcliffe Crescent,  
Ballymote  
Co. Sligo

Give your age and interests, and tell us the kind of thing you would like to do on an adventure holiday.

Your father has received the following letter. Write his answer to it.

Seaview,  
The Esplanade  
Saltchill  
Galway

17th September 1982

Dear Mr. Grey,

Your family recently stayed at this guest house and occupied two rooms on the first floor.  
When I was clearing up after you had gone, I found a number of items in the room that your two sons had shared. They were:  
2 footballs  
1 football boot  
a road sign  
a fire extinguisher  
2 lengths of dry seaweed  
a full-size cardboard model of a donkey  
736 seashells

I am sure that your sons would like to have their property back. I should certainly like to get rid of it. It is too much to send by post. I should be grateful if you would tell me how you propose to deal with the problem: will you come and collect the items or shall I throw them away? (The council have said that they will make a charge of £10 for collecting them - you would have to pay this.)  
I look forward to hearing from you.

Yours sincerely,

A. Martin

15 Lewister Ave

Naoas

C. Kildare

14<sup>th</sup> June 1987

Dear Headmaster,

Thank you for your letter about school activities this term. I am glad to see that there is so much going on. My daughter Anne is certainly enjoying life at her new school.

In your letter you say that any ideas for raising money for the school fund will be very welcome. I have a suggestion which you may like to think about. I gather from Anne that Mathematics lessons are not very popular with the children. The school has a splendid new Maths Block. Why not give up Teaching Mathematics and sell off this building? The money raised would be very considerable.

Think it over, and if you are interested, I can put you in touch with several small companies who are looking for new premises. Of course I should have to charge for my services, but the school would still show a handsome profit.

Yours sincerely,

Joseph O'Hara

1 Your address

2 The date

3 The greeting (see below)

4 The letter

5 The closing phrase (see below)

6 Your signature

The most widely used ones are:

1 To people you do not know Dear Sir,  
at all: Yours faithfully,

2 To people you know a little: Dear Mr./Mrs/Miss/Ms \_\_\_\_\_,

Greetings and closing phrases