**Salahaddin University –Erbil**

**Module: Academic Writing**

**Stage: Second-year class**

**Time: 1 hour**



**College of Basic Education**

**Department: English**

 **Practical Examination 2022-23**

**Q1: Write a (Complaint letter) for (Receiving Damaged Goods). Your letter should address the (Customer Service Manager).**

**Note: Apply all the steps of writing a formal letter around (60-70) words. (10Marks)**

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**Q2. Compose a mailing letter for a (Job application) as sales position at (ABC Company).**

**Note: Your email body should include the main following points: (10 Marks)**

1. The main aim and purpose of sending your letter.
2. An explanation of your experience, achievements and qualifications.
3. Asking the **company manager** for an interview.

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 **Best of Luck**

 **Examiner: Chinar K. Tayib**