

Total marks – 20

You are preparing an application for the job advertised below. Write an email in **Mandarin** to the company.

云南饭馆

招聘一名服务员

- 会说英语和汉语
- 有良好的态度和沟通能力
- 能在晚上工作
- 热情、友好、善良
- 接打电话

如有兴趣，请发邮件给范恩茗经理

email: managerFan@YNrestaurant.com

To help you to write your email, you have been given the following checklist.

You must include all of these points:

- Personal details (name, age, where you live/come from)
- School / college, education experience until now
- Skills / interests you have which make you right for the job
- Related work experience
- Why you want this job
- When you are available to start working

Use all the above to help you write the email in **Simplified Mandarin Chinese**.

The email should be **approximately 150 – 200 characters long**.

You may use a dictionary.

National 5 Mandarin Writing Exercise 10

This was produced by Emma Cameron of Language Learning Scotland Ltd.

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