

“Task 1 General - Youth Group Talk” @ <http://www.youtube.com/ESL4free>

You should spend about 20 minutes on this task.

You are due to give a talk to a Youth Group about the dangers of smoking but you cannot now do so.

Write a letter to the Youth Group Leader. In your letter

- Explain that you cannot come
- Apologise for your absence
- Suggest a new occasion

You should write at least 150 words.

Begin your letter as follows:

Dear Mr.

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MODEL RESPONSE

Dear Mr. Spencer,

I was booked by your Youth Group to give a presentation on the Dangers of Smoking in the Riverside Community Centre on June 25th at 7.30 pm. This is part of your series of talks on “Dangers to Young People in the Modern World”. I regret to have to tell you that I am not able to fulfil this appointment.

I feel very sorry to pull out but this is due to unavoidable circumstances over which I have no control. On the day I am booked I have to be at the other end of the country taking turns to look after a very elderly member of my family, an obligation that was sprung on me in the last few days.

I was very much looking forward to making what would have been my third visit to the Riverside Community Centre and interacting with youngsters who are under your guidance.

Would it be possible to rearrange my talk to later in the year? I am available on most Tuesdays when your group meets between mid-July to the end of September and again from early November until the end of the year.

Please let me know if you can suggest a date that fits in well with your schedule.

Once again, my apologies for the postponed talk.

Yours sincerely,
John S. Williams