Choose one of the potential topics for your Letter Writing task (two, if you want to submit a trial letter for feedback):

1. Inquiry:

- You desperately need a new car battery, but your car is rare and parts are not easy to find. You come across an advertisement online which offers parts of an old car exactly like yours for sale. Write to them and inquire about the car battery.

- You saw an advertisement for a local Traffic Management position, but the ad doesn’t give any more details about the job. Write a letter of inquiry asking for more details.

1. Complaint:

- While travelling abroad by airplane, your suitcase was damaged by the handlers. Write a letter of complaint and ask for financial compensation.

- You were on a business trip in the UK, and you had to commute via the National Rail back to the airport. However, your train was late, and so you were late as well, which made you miss your flight. Write a letter of complaint about the train schedule and demand compensation for your missed flight.

1. Application:

- A prestigious University in Barcelona, Spain is offering a free six-month exchange programme to second-year students of transport and traffic engineering. Apply for the position.

- The University of Southampton, Faculty of Engineering and Physical Sciences is offering a Masters Programme called Transportation Planning and Engineering. Write a letter of application.