AlloSchool

English: 2Bac (All Streams)

Unit 4 (Sustainable development)
Writing : A formal Letter

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Summary

I- Activity 1
II- Activity 2
III- Activity 3

I- Activity 1

Read this communique and answer these questions :

Ministry of interior
Municipality of Marrakech
February 16th

Communiqué

Would you like to contribute to the development of your community, but you don't have the budget to finance your project ? The local municipality is offering grants or funds to projects that would benefit the population and the environment. Grants will be given to projects onthese areas:

- Environment preservation
- Literacy
- Sustainable development

To get a grant for your project, deposit an application and a detailed description of your project at the municipality hall.

1. What is the communique about ?
2. What project areas are suggested by the municipality ?
3. What should interested people do to get a grant ?

II- Activity 2

Think of a project then fill in the chart :

project area	_____
goals of the project	_____
activities	_____
requirements	_____
estimated budget	_____

III- Activity 3

Now write a letter to the local municipality asking for a grant for your project :

Ministry of interior Municipality of Marrakech The president of the municipality	(your address) (date)

Dear Mr.President,

In reply to the communique issued on February 16th, we would like to apply for

Our project works on and it aims at

Our main activities would be

To implement the project we would need

The project also requires a budget that can be estimated at
For more details, we are enclosing a technical card of our project.
We look forward to hearing from you.
Yours Sincerely,
(Signature)