



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 on these 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)
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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)