

- ▶ Start with 'Dear' and the name of your friend or family member.
- ▶ The first paragraph should describe what your master or employer is like.
- ▶ The second paragraph should explain the activities in your job.
- ▶ The final paragraph should describe the working conditions of your job.
- ▶ End the letter with 'Yours sincerely,' and your name.

[illegible]