*Letter to a Friend*

Use the phrases below and the list of Do’s and Don’ts your teachers will give you to create a letter to you friend who is going for his very first a job interview. The phrases are organized from the most indirect (suggestions) to the most forceful. Use good judgment in deciding how indirect or forceful you need to be on particular Do’s and Don’ts.

|  |  |
| --- | --- |
| Do’s | Don’ts |
| Remember to …  Don’t forget to …  It’s a good idea to …  Make sure you …  You need to …  You should …  You are supposed to …  You must … | Remember not to …  It’s not a very good idea to …  It’s a bad idea to …  You should not …  You’d better not …  Under any circumstances, you should not …  No matter what, don’t … |

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am so glad to hear that you got your first job interview! I have a lot of experience interviewing and will of course be very happy to share it with you. First of all, \_\_\_\_\_\_\_\_\_

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I wish you good luck!

Your name