

# Writing a Formal Letter - Spot the Errors Activity Sheet

How many errors can you spot in this letter? Highlight all the mistakes and explain why the writer has got it wrong.

Sally Smith  
18 Packing Street  
Birmingham  
B11 7QE

Mrs Sarah Tranter  
Super Sandwiches Ltd  
7 Cole Street  
Birmingham  
B2 9DE

Dear Miss Tranter,

I read about the job you have going and I want to apply. I'm really good at cooking and I love sandwiches.

I have had lots of part-time jobs. I have worked in a café and a fish and chip shop so I am used to serving customers. I got some food hygiene certificates in my last job.

I am a bubbly and friendly person and I work really hard. I don't want to work on Saturdays as I like to have a lie-in those days.

I think I would be really grateful at this job as I do work hard and I know about handling food.

Yours faithfully,

Lee McKenzie.