

WRITING WORKBOOK

04



Leve 04

(1개월 과정)

Write a letter to Harvard University.

Tell them why you want to study a certain major there
or why you have chosen their university.

The given address is: Harvard University / Massachusetts Hall / Cambridge, MA 02138

| | | | | | |
|------|-------|--------|------|-----------------|------|
| Name | Level | Level4 | Type | Writing letters | Date |
|------|-------|--------|------|-----------------|------|

Direction

admission - 입학
 program - 프로그램
 objective - 목적
 long-term goal - 장기적 목표
 application - 지원서

Image

Example

Sophie Kim
 123-4, Gye-dong, Jongno-gu, Seoul 110-700, Republic of Korea
 October 8, 2021
 Harvard University, Massachusetts Hall, Cambridge, MA 02138

Dear Sir Richard Smith,

This letter is a formal request for admission to Harvard University. I have chosen your University because of its commitment to the program's objective and considering the exceptional reviews that I have read from other recent graduates.

Currently, I'm looking to begin my undergraduate studies. Upon graduation, I desire to continue my studies and enter the graduate program for Psychology. I believe this is the correct career path. Pursuing a psychology major is my long-term goal, and I would like to start by earning my Bachelor's Degree in Psychology from Harvard University.

My application form and the requested documents are enclosed. I appreciate your time and consideration and look forward to hearing from you soon.

Sincerely, Sophie Kim

The widespread use of the internet has a mostly positive effect and negative effect on life in today's world.

| | | | |
|------|---------------------|------------------------|------|
| Name | Level Level4 | Type Agree or Disagree | Date |
|------|---------------------|------------------------|------|

Direction

To be honest - 솔직히 말해서
 I figure that - 내가 보기에는
 As far as I know - 내가 아는 한
 Augmentation - 논쟁
 Isolation - 고립
 Promote - 장려하다

Image

| Positive effect of using internet in our daily life: | Negative effect of using internet in our daily life: |
|---|---|
| Introduction  1. Our life easier 2. Good source of entertainment. 3. _____  Conclusion | Introduction  1. Leads to social isolation. 2. Addiction to social network. 3. _____  Conclusion |

Example

Thanks to today's advanced technology, many areas such as communication, health, and business have improved. To be honest, Internet use has been a relatively recent augmentation in recent decades, leading to conflicting views on the matter. I figure that using the Internet has more advantages than disadvantages. It used to take several months for someone to receive a letter with messages from family and friends, today it takes minutes. As far as I know, the internet and social media are closing distances to make it easier to stay in touch, but others claim they promote isolation. Now we can send and receive messages to everyone we meet and make new friends around the world with just one touch.

A homeless man waiting for someone's help.

Question/s: What do you think the homeless man will do?

1. The homeless man waited and asked for money to feed himself.
2. Suddenly, a passerby accidentally dropped his wallet.
3. The homeless man notices the wallet and he is picking it up.

| | | | |
|------|--------------|--------------------------|------|
| Name | Level Level4 | Type Predicting Outcomes | Date |
|------|--------------|--------------------------|------|

Direction

- win out - 맞는 것으로 드러나다
- extend one's gratitude - 감사의 마음을 표하다
- prevail - 우세하다
- insufficient - 불충분한
- benevolence - 인정, 자비심

Image



Example

I believe the proverb Honesty is the best policy will still prevail. It will still win out. Although the homeless man has insufficient wealth to meet the comforts of life, he will still run after the man and surrender the money that is not his possession. Asking someone for money might sound out of place. But, it's more worthwhile than taking someone's belongings. Without any doubt, the man who dropped his wallet will compliment him and extend his gratitude. He will reward his benevolence. The homeless man will give himself a stiff drink and his stomach will be loaded with food.

Write a cancellation letter for a hotel reservation.
You booked a room for October 18, 2021,
using the transaction number A123.

Name

Level

Level4

Type

Writing letters

Date

Direction

booked - 예약된
reservation - 예약
transaction - 거래
inconvenience - 불편
cancellation - 취소

Image

Example

Dear Sir/Madam,

Recently I booked a room at your hotel for October 18, 2021, for 4 people. The reservation number for this transaction is A123. I am sorry to inform you that due to circumstances beyond my control, I could not take my scheduled flight going to your city. Hence, I would like to cancel my reservation. I apologize for the inconvenience resulting from this decision.

I would like to request the paid charges to be put back on my credit card since I am entitled to a 100% refund according to your hotel's cancellation policy.

If you have any questions, please feel free to contact me at my email address abcdef@email.com. I hope to make it some other time.

Thank you, Sally Park

