

SLP Level 1

No.1

You are Captain Juan García, a telecommunications specialist. There will be an international mission (Operation Frostbite) in the Antarctic this summer. Write a brief email to Major Smith at international headquarters in which you state your wish to apply for a position, ask for information about the post and state your experience.

To: Major Smith
FROM: Captain Juan García
RE: Vacancy for Frostbite Mission
DATE: 12 June 2011

Major Smith,

I want to apply for the International Frostbite Mission. I also need information about the post.

My specialty is telecommunications and I have the following experience:

- Radio operator; Light Forces 2nd Battalion, Madrid; 2007-2009
- Telecommunications Master Mechanic; MASACON, Madrid; 2009-2010
- Telecommunications Maintenance Chief ; MASACON, Madrid; 2010-present

You can reply to this email or phone me on 91-234-5467 ext. 21.

Thank you.

Captain Juan García
MASACON, Madrid

(65 words)

No. 2

You have just spent three weeks in the home of an English friend, and you now have to leave for the airport. Write a brief note to your friend thanking her for everything she has done in this time.

Dear Sarah,

Thank you for everything. London's very beautiful. It's a fun city and the English people are so nice. I think the English language is difficult. My email address is juanito223@gmail.com and my Skype name is juanito8. Maybe we can be in contact because I want to practice. I hope you can come to visit me in Madrid next summer. Thanks again!

Love, (61 words)
Juan

No. 3

You are Sgt. Morena, the person responsible for office equipment. Write a brief memo to all personnel in which you tell them to be careful with the photocopier, give instructions on its proper use, tell them not to try making 2-sided copies and tell them where you can be found to help them.

Wednesday, June 22

To all personnel:

Please be careful with the photocopier. Please follow these instructions:

- put the original on the LEFT side of the glass
- put the lid down SLOWLY
- press the green button ONCE

The machine CANNOT make 2-sided copies. Please do NOT try to make 2-sided copies.

I am in my office every morning from 9:00 to 14:00 for queries .

Thank you. (65 words)

Sgt. Morena
TELYE Department

No. 4

Captain Clark is going to visit the San Pueblo base. You are Sergeant Gregori of the Logistics Unit at San Pueblo. Write a brief email in which you inform the captain of his travel reservations. Also, give him directions from the airport to the base.

TO: Captain Clark
FROM: Sergeant Gregori
RE: Travel details
DATE: 22 June 2011

Captain Clark,

These are the details for your trip to San Pueblo.

- Departure Flight BA223: Heathrow - Barajas; Tuesday, June 21; 6:00 h
- Car Rental Reservation No. 223487: Hertz, Barajas Airport
- Return Flight BA224: Barajas- Heathrow; Friday, July 1; 21:00h

From Barajas Airport, take motorway A-11 to motorway A-1. Take exit 32N and follow this road to the base.

Please contact me with any queries.

(66 words)

Sergeant Gregori
Logistics Unit
San Pueblo Base

No. 5

Write a brief memo explaining the new procedure for getting room keys from the main office. Be as specific as you can about logging in-times and out-times, and signing the register.

TO: All On-Duty Personnel
FROM: Major Cerezo
RE:New procedure for room keys
DATE: 4 July 2011

To all on-duty personnel:

This memo is about new procedures for room keys.

All personnel **MUST** follow this procedure in the register:

- write the room key number
- write the time that you take the key
- sign your name in the space to the right.
- write the time that you return the key
- sign your name again in the space to the right

Please contact Sergeant Ruiz in the main office with queries.
Major Cerezo

No.6

You are the director of the language department (Lt. Sanchez). Write a brief email to all personnel announcing new language classes. Mention which languages are being offered. Say where and when personnel have to go to sign up. Also state that no previous experience with foreign language is necessary.

TO: All personnel
FROM: Lt. Sanchez
RE: Language classes
DATE: English22 June 2011

To all personnel:

The language department is now giving classes in:

- English
- French
- Arabic

Please sign up for an interview in the language department office. The office is in the EMACOT building and is open from 9:00 to 14:00. You do not need any previous experience to take these courses.

Please contact me on 91-564-8876 with queries. Thank you.

Lt. Sanchez
Language Coordinator
EMACOT

(59 words)

No. 7

You are Colonel Carlos Smith. Write an informal email to your good friend, Colonel Mariano Rivera, to describe the new NCO (Sgt. Franco) that is posted to Colonel Rivera's base. State some positive characteristics of Sgt. Franco and his specialty.

TO: Colonel Rivera
FROM: Colonel Smith
RE: New NCO
DATE: 22 June 2011

Hello Mariano,

How are you? I hope you are well.

I want to tell you about the new NCO posted to your base. His name is Sgt. Franco. I know him very well. He's a good soldier and he's very responsible with his men. His specialty is electronic warfare and he's a good teacher.

Call me with any questions about him. I hope to see you soon.

Best regards,

Carlos

(65 words)

No. 8

You are Lt. Jones. Write a brief report for Capt. Tarik about yesterday's meeting. State the subjects that were discussed (mess hall procedures, new postings firing range regulations, security procedures, new leave procedures) , where and what time the meeting was and how many people attended. Also say where Capt. Tarik can get detailed information about the meeting.

TO: Capt. Tarik
FROM: Lt. Jones
RE: Meeting
DATE: 22 June 2011

Dear Capt. Tarik,

I want to report the topics of yesterday's meeting.

They were the following:

- mess hall procedures
- new postings
- firing range regulations
- security procedures
- new leave procedures

The meeting was from 8:00h to 13:00h. It was in the conference room and all officers were present.

You can obtain all the meeting details from Staff Sgt. Perez.

Lt. Villa

No. 9

Write an informal email to a friend (Jim) to say that you cannot have lunch with him today because you have to meet a client. Ask Jim if tomorrow is alright. Suggest a time, a restaurant and give the address of the restaurant. Tell him to call you on your mobile or send you an email. Give him your email address, and ask him to invite a mutual friend.

TO: Jim B.
FROM: Tony
RE: No lunch today
DATE: 22 June 2011

Hello Jim,

I'm sorry. I can't have lunch with you today. I must have lunch with a client. Is tomorrow ok? The best time is 15:00h in Mama Mia's restaurant. The address is 21 Smith Street. Call me on my mobile, or send an email. My email address is tony3@hotmail.com.

See you soon,
Tony

P.S. Tell Carlos. He likes Italian food a lot. (59 words)

No. 10

Write some complaints in a restaurant complaint book. The restaurant has many problems, and it is also expensive. State these problems and tell them that you have to report them to the authorities.

To whom it may concern:

This restaurant has the following problems:

- Dirty tables and utensils
- Slow and impolite service
- Bland food
- Loud and horrible music
- Filthy bathrooms
- Insects on the walls and floors

I have only one question. Why is it expensive? You are stealing from your customers and I must report your restaurant to the Board of Health.

Thank you. (62 words)
Marvin Jones

No. 11

You have arranged a travel for a friend. Write her a brief email in which you give the flight details (it is an electronic ticket in her name), explain the pick-up procedure at the airport and information regarding hotel reservations. Remember to include the telephone number of the limousine service that is going to pick her up.

No. 12

You are Major Cruz. Write a brief memo to your subordinate (Captain Posada) informing him of his new post. Be sure to include reporting date, duties and the name of her immediate superior.

No.13

Major Smith has phoned Major Tom to give details about some upcoming maneuvers. Major Tom is away for the day and you (Sgt. Ayala) have taken a message. The information includes a change of start date, the number of troops who will participate, location and projected cost of the exercise. Write a brief memo to Major Tom with this information.

No.14

You possibly want to sign up for a new martial arts course that is being advertised on the Internet. You need to know any requirements (if any) regarding present level and abilities. You also want to know the number of students per class, cost, start date and types of martial arts being offered. Write a brief email to the director, Mr. Wu, in response to the advertisement.

No. 15

As the major responsible for deploying personnel, you have had to choose between two captains – Capt. Alonso and Capt. Ramos --- for a certain electronic warfare posting at Herat (Afghanistan). Write a brief memo to Lt. Colonel Smith in which you state your preference for Capt. Alonso based on his better preparation in signals, calmer personal demeanor and longer experience working in the theater of operations. Remember to invite the Lt. Colonel to contact you with any thoughts he might have.

No. 16

You have just seen the new film of a director who you have always liked. Your opinion of the film is mixed. You thought the acting was mediocre, the story confusing but the photography and music beautiful. Write a brief email to your friend – who is also a film buff – in which you comment on the film.

No. 17

The parade scheduled for tomorrow has been postponed . It will instead take place next Thursday, March 12. Also, the colonel has decided to invite a foreign dignitary, so that certain additional formations will have to be rehearsed. All sergeants need to report to a meeting tomorrow to become familiar with these formations. You are Major Habas, personal secretary to the colonel. Write a brief memo to all sergeants of the base with this information.

No. 18

There is no milk in the house. Nor is there any butter or coffee. Leave a note to your spouse asking them to buy these items on their way home from work. Remind your spouse not to buy expired milk as they did last week. Also tell them that there are discount coffee coupons in the cupboard above the refrigerator.

No. 19

Write a brief memo to all personnel informing them of the new energy-saving policies. These include being careful with turning lights on and off, maintaining 21° as an optimum room temperature and absolutely no electric heaters. Also advise them that failure to comply could result in being arrested.

No. 20

Your child cannot go to school this morning because he has a high fever and you are thinking of bringing him to the doctor. You would like someone to send him his homework via email, and you will personally drop off the assignment that was due today tomorrow morning. Write a brief email to your child's teacher with this information. Remember to include your email address.