

# WELCOME LETTER TO STUDENTS

## Before You Write

**A** Read the letter. What is the purpose of the letter?

Dear Student,

- 1 Welcome to Blanc's Culinary Institute. Congratulations on choosing the best culinary school in the region.
- 2 In our 20-week course, you'll learn the skills and techniques necessary for a successful career in the culinary industry. The course includes cooking techniques from the world's finest cuisines. The main benefit of using this approach is you will gain a wealth of experience in a short time.
- 3 The most practical thing about taking our course is that you will be cooking on the first day! You can also expect weekly demonstrations by guest chefs, including some local celebrities. You will visit fine restaurants in the region, featuring cuisines from classical French to traditional Vietnamese. Classes in nutrition, food safety, and menu development are also part of the course.
- 4 Our students go on to find jobs in some of the best restaurants in the country. We wish you much success and hope you enjoy the course!

Adrien Blanc  
Director

**B** Complete the sentences with the number of the correct paragraph.

- a. Paragraph \_\_\_\_\_ outlines specific features of the course.
- b. Paragraph \_\_\_\_\_ gives general features of the course.
- c. Paragraph \_\_\_\_\_ expresses wishes for the students.
- d. Paragraph \_\_\_\_\_ welcomes students to the school.

## Your First Draft

**A** Imagine you are the director of a school. Answer these questions.

1. What kind of school is it?
2. What general things will the students learn?
3. What specific things will the students do?
4. How do you hope the students will benefit?

**B** Write a letter to students. Use your notes and Adrien Blanc's letter as a model.

**C PAIR WORK** Read your partner's letter. Write answers to these questions.

1. Does the letter include general and specific information about the school?
2. Is there information about how students will benefit?
3. Can you suggest any improvements to the content or grammar?

## Your Second Draft

Use your partner's answers to revise your letter.