**ÇAĞ UNIVERSITY**

**HIGHER VOCATIONAL SCHOOL**

**2024 – 2025**

**SPRING SEMESTER**

**WRITING TASK 1**

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| **GRADE** | **/10** |

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **STUDENT NUMBER** |  |
| **MAJOR** |  |
| **DATE** |  |

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| **Content (0-2)** | **Organization (0-2)** | **Grammar & Vocabulary (0-2)** | **Mechanics (0-2)** | **Creativity & Originality (0-2)** | **TOTAL** |
|  |  |  |  |  |  |

**Writing Task:** Writing an Email to Request an Appointment

**Task:** Imagine you need an appointment with a lawyer. Write a short email to request a meeting. Write 10 sentences.

**Model Email:**

**Subject:** Request for an Appointment

Dear Mr. Smith,

I need help with a legal problem. I would like to meet you to discuss my case. Are you available next Monday at 10:00 AM? If not, please suggest another time. I want to understand my legal rights. It is important for me to get advice from a professional. Your guidance will help me make the right decisions. Please let me know when you are available. I look forward to your reply. Thank you for your time.

Best regards,  
Anna White