



English: 2Bac (All Streams)

Unit 4 (Sustainable development)

Writing : A formal Letter

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### Summary

#### I- Activity 1

#### II- Activity 2

#### III- Activity 3

#### I- Activity 1

Read this communique and answer these questions :

Ministry of interior  
Municipality of Marrakech  
February 16th

#### Communiqué

Would you like to contribute to the development of your community, but you don't have the budget to finance your project ? The local municipality is offering grants or funds to projects that would benefit the population and the environment. Grants will be given to projects on these areas:

- Environment preservation
- Literacy
- Sustainable development

To get a grant for your project, deposit an application and a detailed description of your project at the municipality hall.

1. What is the communique about ?
2. What project areas are suggested by the municipality ?
3. What should interested people do to get a grant ?

#### II- Activity 2

Think of a project then fill in the chart :

project area	
goals of the project	
activities	
requirements	
estimated budget	

#### III- Activity 3

Now write a letter to the local municipality asking for a grant for your project :

Ministry of interior Municipality of Marrakech The president of the municipality	(your address) (date)
Dear Mr.President, In reply to the communique issued on February 16th, we would like to apply for  Our project works on _____ and it aims at _____	

Our main activities would be

To implement the project we would need

The project also requires a budget that can be estimated at  
For more details, we are enclosing a technical card of our project.

We look forward to hearing from you.

Yours Sincerely,

(Signature)