Task 1: - Letter (150 words – 30 min)

You are sending some documents to a person. Write a cover letter in which you:

* Explain the reason you are contacting him or her
* Give a list of the individual documents
* Explain what the person should do with the documents
* Inform the person about the next steps to be taken and further mutual cooperation

Task 2: composition (300 words – 60 minutes)

Choose one of the following tasks:

A: Discuss the possible impacts of globalisation on the economy.

B: Discuss the possible impacts of globalisation on the military.

When you finish writing, save the document, include your last name in the name of the document and e-mail it to: [magdalena.mankova@unob.cz](mailto:magdalena.mankova@unob.cz)

**Deadline Wednesday July 4, 8:00 AM.**