

Voc. and Writing Ex. – Letter (Asking for info.)

You are going on a short course to a training college abroad. It is a college that you have not been to before.

Write a letter to the accommodation officer. In your letter (1) *give details of your course and your arrival/departure date*, (2) *explain your accommodation needs*, and (3) *ask for information about getting to and from the college*.

Write at least 150 words. *For this exercise ONLY, choose the most appropriate answer to complete the letter.

Letter Model

Dear _____,

I am writing to _____ you that I will be attending the Advanced Life Insurance course, being held from _____, at the University of Hartford.

I _____ on the afternoon of Monday 23rd and will be leaving on the morning of Saturday the 28th of April, so I will _____ a single room for this time. I would prefer my own bathroom, if this is possible, but _____ sharing if I have to; _____, as I am wheelchair bound, the room will have to be disability friendly. _____ you please tell me how much this will cost and how I should make a payment? Do you accept VISA?

As I _____ the area, I would also be grateful if you could provide some information about getting to and from the University. Will I need to take public transport from the station or is there a university bus service? _____ on what to see and do in the area would also be greatly appreciated.

_____ for your assistance.

(+ 184 written words)

Adapted by Andrés Barón-Ávila
MA Education and Technology – UCL – IOE

