

## READING COMPREHENSION

### An email: Problem solving – Session 6

**From:** Jameela Lee  
**To:** Professor Kim Hart  
**Subject:** Absence from class for two weeks  
**Attached:** doctor's\_certificate.pdf

Dear Professor Hart,

I'm writing to let you know that I can't attend class for two weeks as I've had an accident and hurt my back. I'm afraid I also need to ask for an extension for next week's essay.

I have medicine for the pain, but I can't get up or walk around much, and the doctor said I should stay in bed and rest as much as possible. This makes reading and studying very difficult for me at the moment. I've attached a copy of the doctor's certificate and I hope to be back in class from 12 May.

Until then, my friend is going to record the lectures so I can listen to them at home. I will try to catch up with all the reading too. However, I don't think I can submit the essay next week. Is it possible to have an extension?

Thank you for your understanding.

Regards,

Jameela

(ENG101 class)

#### ACTIVITY 1: Are the sentences true or false?

- |                                                                         |      |       |
|-------------------------------------------------------------------------|------|-------|
| 1. Jameela can't come to class for two months.                          | TRUE | FALSE |
| 2. The problem is with her back.                                        | TRUE | FALSE |
| 3. She needs to move as much as possible.                               | TRUE | FALSE |
| 4. The doctor gave her a piece of paper to say she can't go to classes. | TRUE | FALSE |
| 5. Jameela is going to listen to lectures on the internet.              | TRUE | FALSE |
| 6. She needs more time to write her essay.                              | TRUE | FALSE |

**ACTIVITY 2:** Match the part of the email with the paragraph.

| Reason for writing, i.e. the problem | The solution to the problem (including asking for help, if needed) |
|--------------------------------------|--------------------------------------------------------------------|
| Supporting facts and details         | Sign off                                                           |
|                                      | Greeting                                                           |
|                                      | Closing phrase                                                     |

  

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Paragraph 1 ('Dear Professor Hart,')            | <input type="text"/> |
| Paragraph 2 ('I'm writing to let you know ...') | <input type="text"/> |
| Paragraph 3 ('I have medicine ...')             | <input type="text"/> |
| Paragraph 4 ('Until then, ...')                 | <input type="text"/> |
| Paragraph 5 ('Thank you for ...')               | <input type="text"/> |
| Paragraph 6 ('Regards, Jameela')                | <input type="text"/> |

**ACTIVITY 3:** Complete the email.

|          |               |      |       |       |      |      |         |
|----------|---------------|------|-------|-------|------|------|---------|
| attached | understanding | know | could | can't | back | Dear | writing |
|----------|---------------|------|-------|-------|------|------|---------|

  

Professor Mullany,

I'm  to let you  that I  come to your next class. Unfortunately, I have to have an operation next Thursday. I've  a copy of the letter from the hospital.

Fortunately, it is only a minor operation and hopefully I will be able to come  to class on Friday. Please  you keep a copy of any handouts from Thursday's class?

Thank you for your .

Regards,

Sam Wood

(Class A01)