WRITING

FORMAL LETTER: MAKING AN INQUIRY

1. Match the sentence beginnings (1-6) with the correct endings (a-f) to ask about a course you are interested in.

1	I would be grateful if you would send me	A	a your computing courses in my local paper.
2	I have a good background in ICT skills	B	excellent student reviews.
3	Your school has	C	recommend a course for people my age?
4	I saw an advert for	D	some detailed information about the courses you offer.
5	I wonder if you could	E	and have done several courses already.
6	I am hoping to design	F	and run my school website next year.

2. Add some of the sentences you made in task 1 to the mind map below. Use other sentences that you know.

REQUESTING INFORMATION

REASON FOR WRITING

LETTER OF INQUIRY

GIVING INFORMATION

LIVEWORKSHEETS

Do the exam task.

You are on a scholarship programme in London and you want to improve your computer skills. You have seen the following advertisement about a computer course. Write a letter in which you:

- **explain which course you are interested in**
- **describe your experience in using computers**
- **request further information about the course you'd like to join.**

Write a letter of at least 100 words. Start your letter in an appropriate way.
(Writing bank pages 172)

UPGRADE YOUR SKILLS!

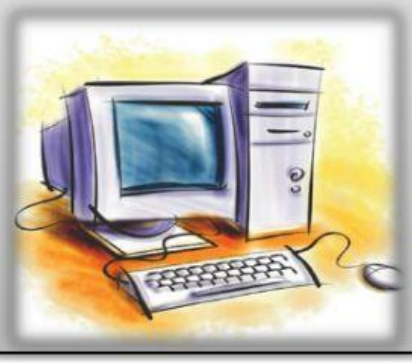
Computer courses in the heart of London

- from three-day intensive workshops to longer courses
- for users with different levels of experience
- different times available (weekday mornings, evenings or weekends)

Some of the courses that we offer:

- basic computer skills
- using Office packages
- program languages
- advanced Internet use
- design and image tools

For more information, write to us at:
Grade A Computing Consultants
PO Box 55 LONDON NE9 5ZR



Name, Surname

Group

LIVEWORKSHEETS