

1 Read the advertisements. Then read Megan's email. Which advert does she respond to? Tick (✓).

Stars of the Future

- Take part in the new talent show!
- Play or sing in front of a great audience!
- Have an amazing experience!

The winner will record an album with Golden Records!

Email: starsofthefuture@mcuk.coi

Can you sing or play a musical instrument?



Have an audition and take part in the festival this summer! Make lifelong friends with other musicians!

Email: phoenix@music.festivals

Brent Youth Orchestra

- Do you love classical music?
- Do you play a musical instrument?
- Are you free at weekends?

We're looking for talented musicians to join our orchestra.

Email: joanna.lockwood@lyo.coi



1 Dear Sir/Madam,

I play the flute and I am writing to find out more about the talent show.

I would be grateful if you could answer a few questions. Firstly, how old do you have to be to take part in the show? I am fourteen years old. Will my parents need to agree? Secondly, when will the talent show start and when will it finish? I am asking because I also have to study every day. Will the show be on TV late at night? Lastly, where is the place? I live in a village in Wales and it won't be easy for me to travel very far.

I look forward to hearing from you.

3 Yours faithfully,

Megan Jones

Formal language

When you write to a person that you don't know, use formal language, e.g.

- **full forms:** *I am writing ... , I am going ...*
- **formal expressions:** *I would be grateful ... , I look forward to ...*
- **formal beginnings and endings:** *Dear Sir/Madam, Yours faithfully*

2 Complete the formal and informal emails. Use the words and phrases in the box.

Can faithfully for grateful
look forward out Yours sincerely



Dear Madam,
I am writing to find ¹ out about the music camp this summer. I ² _____ to hearing from you.
Yours ³ _____,
Alan Garrison



Dear Mr Beale,
I would be ⁴ _____ if you could answer a few questions. I am a singer and I'm interested in taking part in your new musical. Can I have an audition next week? Do I also need to dance?
⁵ _____,
Karen Mason



Hi, Sam,
⁶ _____ you tell me something about the film festival? Bye ⁷ _____ now.
Colin

3 Choose one of the advertisements in Exercise 1 and write an email asking for more information.

1 Beginning a formal email

Do you know the person's name? Should you use *Dear Sir/Madam* or *Dear Mr/Mrs/Ms ...*?

2 Asking for information

What information do you want to find out about? (e.g. dates, times, cost, musical instruments). You can use the words in bold in the email in Exercise 1.

3 Ending a formal email

Don't forget to end your email with *Yours faithfully/sincerely* and your full name!