5.7 Writing

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







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
2 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 langauge, 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!

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