

Reading: an email to ask for information

1 Read the email and circle the correct words to complete the sentences.

To: fleurjack@treasureisland.com **Subject:** Request for information



Dear Fleur Jack,

I am writing to ask you for some information about your Treasure Island theme park. I have written several emails before this one, but I haven't had a reply.

My friends and I have all been interested in pirates since we were young, and we are very excited about exploring Treasure Island, especially about seeing the hammocks, treasure chests, palm trees and gold coins the photographs on your website show.

We have taken a good look at your website, but there are some questions that I couldn't find the answers to online. First of all, is there a discount for groups? There will be five of us on the day: two adults and three children. Secondly, are the rides safe for children of all ages? Finally, I couldn't see how close the train station was to the park. Is it a short walk or would we have to take a taxi?

By the way, how long has Treasure Island been open? A friend of mine says that the park has been open for two years. Is that true?

I look forward to hearing from you.

Best wishes,

Steven Robertson

- 1 Steven and his friends have been interested in pirates for *a long time* / *a few weeks*.
- 2 Steven *has written a few emails* / *has written only one email* to staff at the Treasure Island theme park.
- 3 Steven *has had* / *hasn't had* an email from Fleur.
- 4 Steven says that a group of *three* / *five* will go to the theme park.
- 5 Steven *doesn't ask* / *asks* about getting to the theme park.
- 6 Steven *doesn't know* / *knows* when the theme park opened.

1 Look at the email on the Reading page again. Complete the table with phrases used in formal emails.

A way of beginning an email

Dear

Explaining the reason for writing the email

Changing the subject in an email

Introducing points or questions

A sentence to say you'd like a reply

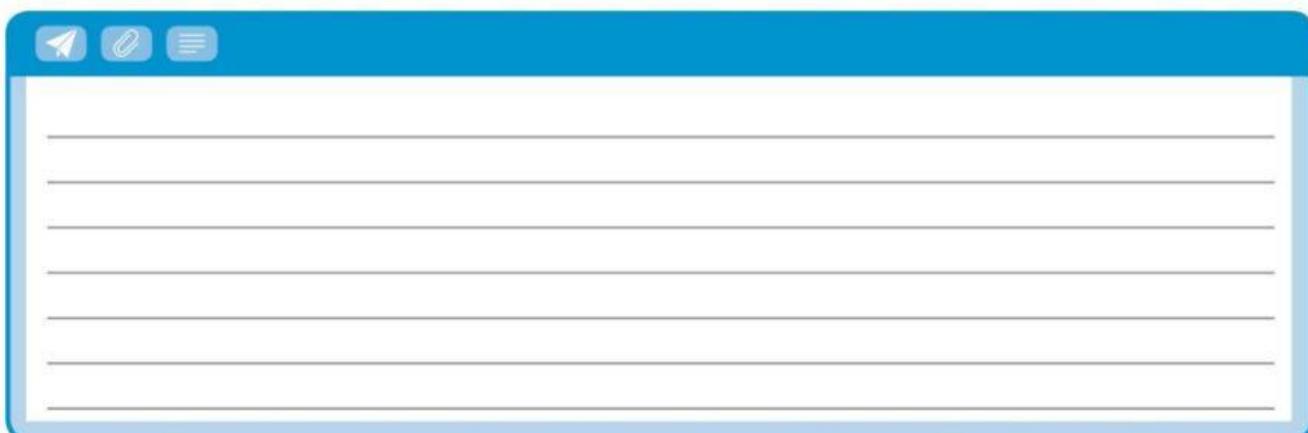
A phrase to end an email

Help with Writing

When writing a formal email, make sure you include a subject line. This helps to make everything as clear as possible. Make the subject line short but easy to understand.

2 Write an email to Fleur Jack at the Treasure Island theme park. Use the phrases from Activity 1. Include the following:

- Say how long you have enjoyed pirate stories.
- Ask how much the tickets are.
- Ask how long the park has been open.
- Ask if there is a café.



A template for writing an email. It features a blue header bar with three icons: a white envelope, a white telephone, and a white list. Below the header is a large area with horizontal lines for writing the email body.