

Writing an email to find out information about a course

1. Write questions to find the missing information.

..... (when ...?)

The course starts [REDACTED].

..... (what day ...?)

Classes are [REDACTED].

..... (what time ... ?)

The classes begin [REDACTED].

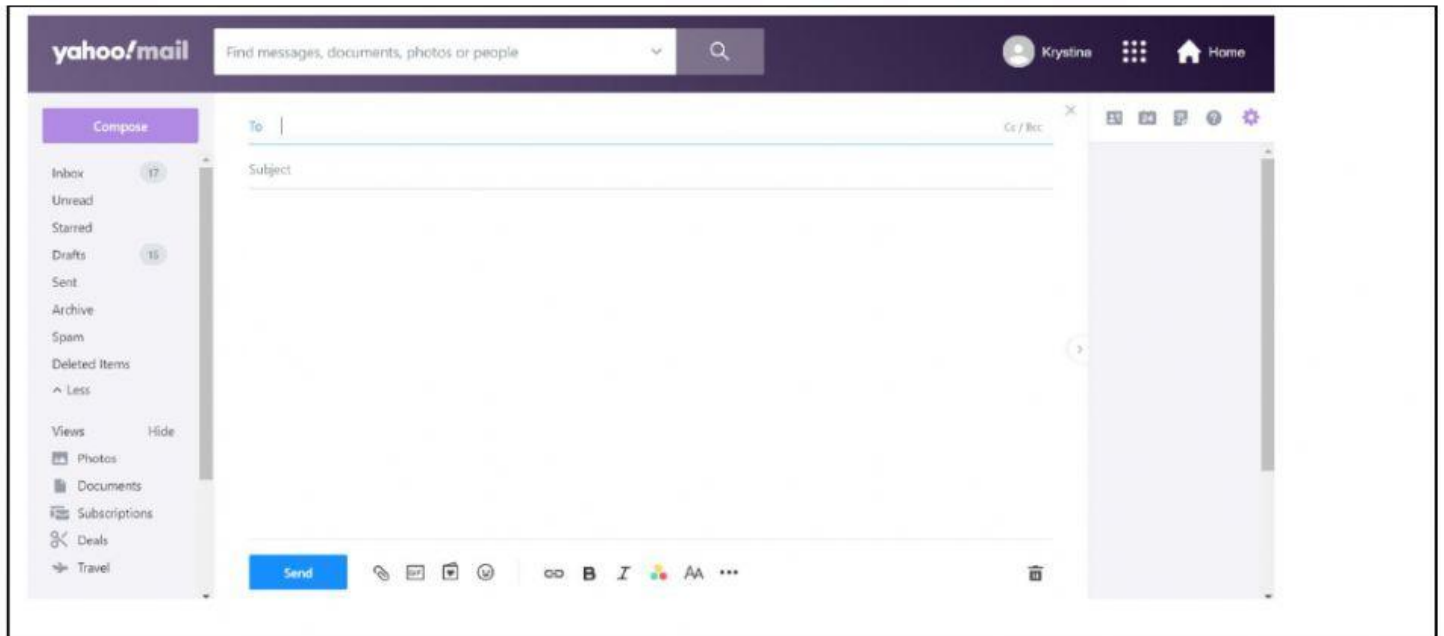
..... (what time ... ?)

Classes finish [REDACTED].

..... (how much ...?)

The course costs [REDACTED].

2. You are interested in doing a computer course. Write an email asking for information about the course. Remember to include the email address you are sending it to and the subject of the email in the subject bar.



The image shows the Yahoo! Mail interface for composing a new email. The top header bar is dark purple with the 'yahoo/mail' logo on the left, a search bar in the center, and a user profile 'Krystina' with a 'Home' button on the right. On the left side, there is a sidebar with a 'Compose' button at the top, followed by folders like 'Inbox' (17), 'Unread', 'Starred', 'Drafts' (15), 'Sent', 'Archive', 'Spam', and 'Deleted Items'. Below these are 'Views' and 'Hide' options, and a section for 'Photos', 'Documents', 'Subscriptions', 'Deals', and 'Travel'. The main area is for writing the email, with a 'To:' field, a 'Subject' field, and a large text area. At the bottom of the main area is a 'Send' button and a toolbar with icons for attachments, links, images, emojis, and text formatting (bold, italic, color, background color, font size). On the right side of the main area, there is a vertical sidebar with icons for 'Cc / Bcc', 'Attachments', 'Links', 'Images', 'Emojis', and 'Settings'.