



# TEEN EXPLORER 7

## Writing – a formal email

### Exercise 1. Read the information below.

- adresatem formalnego e-maila jest instytucja (np. teatr) lub osoba, której nie znasz zbyt dobrze albo wcale (np. dyrektor szkoły).
- Stosuj język formalny:
  - oficjalne zwroty powitalne oraz pożegnalne, np. Dear Sir / Madam, Dear Ms Smith, Kind regards, etc.
  - formalne słownictwo i zwroty, np. How can I travel to the stadium?, etc.
  - nie stosuj form skróconych czasowników, np. I do not know..., etc.
  - nie stosuj skrótów ani emotikonów typowych dla wiadomości tekstowych, np. ☺

### Exercise 2. The the sample email below. (Przeczytaj przykładowy email poniżej).

EMAIL MESSAGE	
From: Benjamin Newbell	
To: office@stadium.com	
1. _____	Dear Sir / Madam,
2. _____	I am writing to ask how to travel to the stadium for the football match on Friday. How can I reach the stadium from the city centre by car? Could you give me some direction?
3. _____	Also, is there a car park near the stadium? Do I need to pay for parking? How much is the parking fee? Finally, can I bring snacks into the stadium? Is it possible to buy soft drinks during the match?
4. _____	I look forward to hearing from you.
5. _____	Best regards,
6. _____	Benjamin Newbell

### Exercise 3. Fill in the sample email from exercise 3 with the phrases below.

(Uzupełnij przykładowy email z zadania 3 wpisując w rubryki 1- 6 wyrażeniami poniżej).

Salutation / Greeting

Ending sentence

Main body

Sign off

Opening sentence

Signature

**Exercise 4. Read the writing task below and then answer the questions.**

**Read the email from Amy Miller.**

EMAIL MESSAGE
<b>To:</b> Sherman Theatre
Dear Sir / Madam,
I have tickets for a play at the Sherman Theatre nest Saturday. I will be coming by bus. Is there a bus stop near the theatre? How can I get from the bus stop to the theatre? Also, you can tell me if there is food and drink available at the theatre?
I look forward to hearing from you.
Kind regards, Amy Miller

**Write an email to Amy Miller and answer the questions. Write 40 – 60 words.**

1. Do we know if Amy is writing to a man or a woman? \_\_\_\_\_
2. How many questions does Amy ask? \_\_\_\_\_
3. Should you write a formal or informal email? \_\_\_\_\_

**Exercise 5. Complete the email with the words below. (Uzupelnij email słowami poniżej).**

after	dear	get	take	then	regards
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EMAIL MESSAGE
To: Amy Miller
(1)_____ Ms Miller,
Thank you for your email. There is a bus stop near the theatre. (2)_____ a number 2 bus and get
(3)_____ off at Sydney Road. (4)_____ go down the street until you get to Richards
Street. (5)_____ that, turn left and keep going for about 100 metres. The theatre is on the left.
You can buy food and soft drinks in the theatre café before or after the play.
Best (6) _____
Julian Fox
Sherman Theatre Manager