WRITING A SEMI-FORMAL LETTER





1. Turn to **page 87 Section D of the textbook**.
2. Read through the announcement & **write a letter to Mr. Trenton**
   - giving your name, age & other necessary information about yourself & also asking for the information you want. (Refer to the sample letter on page 86.)
3. Focus on the **3 things** that needed to be asked about in your letter:
   - **the price of the caving trip**
   - **if lunch is provided**
   - **whether you need any special e**







4. Read the **Tips on a semi-formal letter / email** in the textbook on page 87.
5. Write in
   - **about 4 paragraphs,**
   - **use direct & indirect questions &**
   - **appropriate phrases to express enthusiasm**

Choose the correct phrase to complete the letter.

Dear Mr Trenton,

I saw the announcement about _____ on my school noticeboard. I am very interested _____ in this trip.

My name is Calvin Lester and I am sixteen years old. I am not a member of the Geology Club and I have never taken part in _____. As I am very keen on the cave system and fascinating underworld sights, I think this is _____and take part in _____.

However, I would like to have some more information about the trip. Firstly, I would like to know _____ to join the caving trip. Also, when will I have to pay it by? Secondly, I was wondering _____ during the trip, and whether I need to bring _____ during the trip. Please let me know.

_____ .

_____ ,
Calvin Lester

if lunch is provided	Looking forward to your reply	any caving trips
Yours sincerely	the one-day trip to Crystal Cave	any special equipment
in participating	how much do I have to pay	the annual caving adventure
a good opportunity to join		

LIVEWORKSHEETS