Unit 4: Learning A New Language

Lesson: Write

Task 1: Vocabulary:

Khoá học	cung cấp	học viện	bài quảng cáo

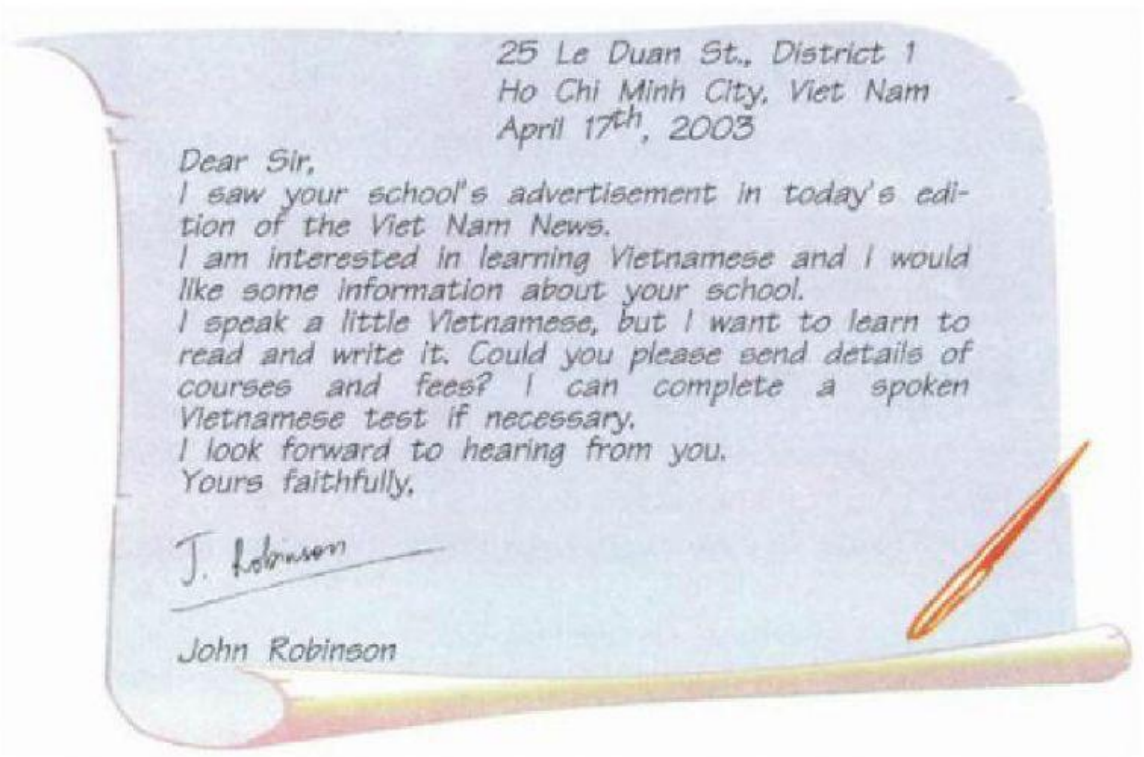
Advertisement /ˌædvərˈtaɪzmənt/ (n):_____

Institution /ˌɪnstɪˈtjuːʃn/ (n): _____

Supply /səˈplaɪ/ (n): _____

Course /kɔːs/ (n): _____

A letter of inquiry is a for information or action . In all formal letters, you must include the addresses of the writer and the recipient.



25 Le Duan St., District 1
Ho Chi Minh City, Viet Nam
April 17th, 2003

Dear Sir,
I saw your school's advertisement in today's edition of the Viet Nam News.
I am interested in learning Vietnamese and I would like some information about your school.
I speak a little Vietnamese, but I want to learn to read and write it. Could you please send details of courses and fees? I can complete a spoken Vietnamese test if necessary.
I look forward to hearing from you.
Yours faithfully,

J. Robinson

John Robinson

Task 2: Read this letter.

Task 3: Read the advertisements in exercise 5. READ again. Choose one of the schools you want to attend to improve your English. Write a letter of inquiry to the institution requesting far more information about the courses and fees. Follow the Outline below.

LIVEWORKSHEETS

OUTLINE

Introduction:

- Say how you come to know about the Institution (advertisement on newspaper / watch on TV)

- Express your interest (want to know more information)

Request:

- State how good your English is; exactly what kind of information you want

Further information: Say you are ready to supply more information about your English / study (record of study) if necessary.

Conclusion: End with a polite closing

25 Tran Hung Dao St., District Binh Khanh

An Giang Province, Viet Nam

Dear Sir/ Madam,

I saw your _____.

I am very interested in learning _____ and I would like some more information about your _____.

I can speak a little _____, but I want to learn to speak more fluently and write well. Could you please send me details of the _____ and the _____?

I look forward _____.

Your sincerely,

_____

LIVEWORKSHEETS