

UNIT 12. WRITING SKILLS – FORMAL EMAIL

MS. REEM MOHAMED

Q1. Read the email below and complete with the missing words from the box (1-6).

1	fees	4	apply
2	join	5	faithfully
3	forward	6	interested



Dear Sir/ Madam,

I am writing to for your language course "Learn to Speak German" which I have seen advertised on your site. I am to learn a new language as I think it will help me in my future job. I am excited to the course but I have a few questions. I would appreciate it if you can answer them for me.

First, I would like to know what the course will focus on. Does the course focus on speaking skills only or it also focuses on writing in German? Second, I would like to know if the language trainers are native speakers. How much long is the course? Is it going to be during the summer only? Moreover, I would like to know how much the are for this course and if I am going to have a certificate when I finish it. Are there any books we need to buy for the course? If yes, where do I find them? Finally, I would like to know if there is a placement test at the beginning of the course.

Thank you for your time. I look to hearing from you soon.

Yours,

Noor Mahmood

Q2. Are the statements true or false or not given? Write T, F or NG.

- Noor wants to know if she will have to bring an electronic device to the classes.
- Noor does not know the person who will receive and read her email.
- Noor is interested in the course for career purposes.
- Noor wants to know if the course will be face-to-face or online.
- Noor does not care if the language trainers are good enough to teach German.