Formal Email

Circle *True* or *False* for these sentences.

1.	You should use polite expressions and more formal grammatical structures.	*True*	*False*
2.	You don't have to include all the points mentioned in the question.	*True*	*False*
3.	You can use contractions in a formal email.	*True*	*False*
4.	You should avoid using conventional expressions for starting and finishing the email.	*True*	*False*
5.	You should use this style for a person you don't know.	*True*	*False*

Exam question
You are interested in studying English in the UK. Read the advertisement (right) which you saw in an international magazine and some notes you have made in red. Write an email to Jane Black using all the notes. You should write approximately 150 words.



2. Read the following email letter and pay special attention to cliché and tips for writing.

To: j.black@central-school.co.uk

Subject: English courses

Dear Ms Black,

I am writing in response to the advertisement I saw for your English school in 'World Teens Today' magazine. I am interested in doing one of your courses and I would be grateful if you could provide some further information.

Firstly, it says in the advertisement that the courses are two weeks long. Would it be possible to do a three-week course? I would also like to know how much your courses cost exactly.

Secondly, your advert mentions accommodation with host families. Could you tell me if I would be staying on my own with the host family or if there would be other students staying there as well?

Finally, I have a question about the social programme. Would you mind sending me more details about this? I am very keen on sport and I would like to know if there are any sports activities included in the social programme.

I look forward to hearing from you.

Yours sincerely,

Lili Song

Top Tips for writing

1. If you know the name of the person you're writing to, use *Mr* for a man and *Ms* for a woman.
2. Start by saying why you are writing or what you are responding to.
3. Use indirect questions such as *I would be grateful if you could...* to ask for information politely.
4. Use words like *Firstly, Secondly* and *Finally* to order your points.
5. Use this standard phrase to finish a formal letter or email.
6. If you've begun the email with *Dear* and the name of the person, finish with *Yours sincerely*. If you have used *Dear Sir or Madam*, finish with *Yours faithfully*.

LIVEWORKSHEETS

Rewrite the direct questions as indirect questions.

1.	When does the course start?	Could you tell me .....
2.	Do I need to do a level test?	Please let me know .....
3.	How much does the course cost?	Would you mind telling me .....
4.	Do you have native teachers?	Could you tell me .....
5.	When do your courses begin?	I would be grateful if you could tell me .....
6.	Is the accommodation near the school?	I would like to know if ....
7.	How many students are in each class?	Could you tell me ....
8.	Which book will we use?	Would you mind telling me .....

Write a word to fill the gaps and complete the email.

[1] _____ Mr Cotton,

I am interested [2] _____ studying at your language school and I am writing [3] _____ request further information about your courses.

Please could you tell me [4] _____ there are still places available on the summer courses? I [5] _____ also like to know how much a three-week course [6] _____. Finally, I would be [7] _____ if you could send me details of the accommodation that is available.

I look [8] _____ to [9] _____ from you.

Yours [10] _____,

Amit Khan

You are an international exchange student and you want to visit your colleague here. Write a letter to your colleague from abroad and ask him/her for help in arranging courses in SMR. Use the short expressions, pointed out above.

LIVEWORKSHEETS