

READING COMPREHENSION

An email: Problem solving – Session 6

From: Jameela Lee
To: Professor Kim Hart
Subject: Absence from class for two weeks
Attached: doctor's_certificate.pdf

Dear Professor Hart,

I'm writing to let you know that I can't attend class for two weeks as I've had an accident and hurt my back. I'm afraid I also need to ask for an extension for next week's essay.

I have medicine for the pain, but I can't get up or walk around much, and the doctor said I should stay in bed and rest as much as possible. This makes reading and studying very difficult for me at the moment. I've attached a copy of the doctor's certificate and I hope to be back in class from 12 May.

Until then, my friend is going to record the lectures so I can listen to them at home. I will try to catch up with all the reading too. However, I don't think I can submit the essay next week. Is it possible to have an extension?

Thank you for your understanding.

Regards,

Jameela

(ENG101 class)

ACTIVITY 1: Are the sentences true or false?

- | | | |
|---|------|-------|
| 1. Jameela can't come to class for two months. | TRUE | FALSE |
| 2. The problem is with her back. | TRUE | FALSE |
| 3. She needs to move as much as possible. | TRUE | FALSE |
| 4. The doctor gave her a piece of paper to say she can't go to classes. | TRUE | FALSE |
| 5. Jameela is going to listen to lectures on the internet. | TRUE | FALSE |
| 6. She needs more time to write her essay. | TRUE | FALSE |

ACTIVITY 2: Match the part of the email with the paragraph.

Reason for writing, i.e. the problem	The solution to the problem (including asking for help, if needed)
Supporting facts and details	Sign off
	Greeting
	Closing phrase

Paragraph 1 ('Dear Professor Hart,')	<input type="text"/>
Paragraph 2 ('I'm writing to let you know ...')	<input type="text"/>
Paragraph 3 ('I have medicine ...')	<input type="text"/>
Paragraph 4 ('Until then, ...')	<input type="text"/>
Paragraph 5 ('Thank you for ...')	<input type="text"/>
Paragraph 6 ('Regards, Jameela')	<input type="text"/>

ACTIVITY 3: Complete the email.

attached	understanding	know	could	can't	back	Dear	writing
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Professor Mullany,

I'm to let you that I come to your next class. Unfortunately, I have to have an operation next Thursday. I've a copy of the letter from the hospital.

Fortunately, it is only a minor operation and hopefully I will be able to come to class on Friday. Please you keep a copy of any handouts from Thursday's class?

Thank you for your .

Regards,

Sam Wood

(Class A01)