

## 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,')

Paragraph 2 ('I'm writing to let you know ...')

Paragraph 3 ('I have medicine ...')

Paragraph 4 ('Until then, ...')

Paragraph 5 ('Thank you for ...')

Paragraph 6 ('Regards, Jameela')

## 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)