

FORMAL E-MAIL TOPICS

Choose one of the following topics and write a formal e-mail.

1. Asking for Information

You live in an English speaking country and you want to do some voluntary, unpaid work in a developing country. Write a letter to a company called Cultural Expeditions, which organizes such trips. In your letter:

- Explain why you want to do the voluntary work.
- State what your skills and experience are.
- Indicate where you would like to volunteer and for how long.

Begin your letter as follows: Dear Sir / Madam

You should write at least 150 words.

2. Making Suggestions

You eat at your college cafeteria every lunchtime. However, you think it needs some improvements. Write a letter to the college magazine. In your letter:

- explain what you like about the cafeteria
- say what is wrong
- suggest how it could be improved

Begin your letter as follows: Dear Sir / Madam

You should write at least 150 words.