

1 The following extracts (A-F) are beginnings or endings of emails or letters. In each case:

- identify the type of letter/email (e.g. application, invitation, giving news)
- say whether the letter/email is formal or informal

A I have to go to my music lesson now but do let me know what you decide to do.

B I am writing with regards to your advertisement in the Western Chronicle this week. The position of office clerk appeals to me a great deal, and I would like to be considered for the post.

C If you require any further information, please do not hesitate to contact me.

D We regret to inform you that Saturday's performance of *La Bohème* has been cancelled due to unforeseen circumstances. We are very sorry for the inconvenience this will cause you.

E Thanks for the letter inviting us to your birthday celebration.

F It's such a shame. Next time, let me know in advance! Until then, take care.

2 Suggest opening and closing remarks for the letters (A-E) below. An example is given.

- A Tell your friend all about an activity holiday you've just been on.
- B Write to a shop manager to complain about the bad service you experienced.
- C Write to ask your friend for some advice about taking a gap year.
- D Write to your local college to inquire about a course.
- E Thank your friend for his/her advice on sightseeing in Rome.

e.g. A **Opening remarks:** *Hi there! I thought I'd write and tell you all about the fantastic activity holiday I've just been on!*

Closing remarks: *I hope I can go again next year. Maybe you could come too! Write soon.*

3 Look at the emails below. One is formal and one is informal. Choose from the pairs of phrases A-I to complete each email correctly.

- A The venue will be/it's being held in
- B some important announcements/some important things
- C promptly/on time
- D will be providing/will be giving out
- E to inform you/to let you know
- F regarding the new/about the new
- G something to write with/writing materials
- H there will be/we will be holding
- I Make sure/Please ensure
- J everybody/all members of staff

A

New Message

Dear Mr Jameson,

I am writing 1) that 2) a staff meeting this Friday at noon.

The IT Department have 3) to make 4) office software and it is imperative that 5) attend.

6) the staff room on floor two.

7) that you arrive 8) and that you bring 9) with you, although we 10) handouts.

Thank you in advance for your cooperation. If you have any queries, please contact Jane Donnelly on 662 8879.

Kind regards,
Donald Peterson

B

New Message

Dear Paul,

I just wanted 1) that 2) a staff meeting this Friday at noon. The IT Department have 3) to tell us 4) office software and it's important that 5) attends.

6) the staff room on the second floor.

7) you arrive 8) and that you bring 9), although they 10) handouts.

If you have any questions, you can call Jane Donnelly on 662 8879.

Thanks,
Donald