

ชื่อ-นามสกุล \_\_\_\_\_ รหัสนักศึกษา \_\_\_\_\_

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### Assignment: Inquiry Email and Reply Email

#### Inquiry and Reply Email Worksheet

##### Email 1: Inquiry

**Subject:** Information about Business English Courses

**Dear Sir or Madam,**

I am interested in your Business English courses. Could you please send me more details about the course schedule, duration, and fees? I would also like to know if you offer online classes.

Thank you for your time and assistance.

**Best regards,**

Maria Lopez

Marketing Assistant

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##### Email 2: Reply

**Subject:** Re: Information about Business English Courses

**Dear Maria,**

Thank you for your email and your interest in our Business English courses. The next course starts on 5th March and lasts for eight weeks. The fee is \$120 per week. We also offer online classes for students who cannot attend in person.

Please let us know if you would like to register or need further information.

**Kind regards,**

John Smith

Course Coordinator

English Language School

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#### Reading Comprehension

Choose the correct answer (A, B, or C) for each question.

##### About the Inquiry Email:

1. Who is the sender of the email?
  - A. John Smith
  - B. Maria Lopez
  - C. The English Language School

2. What is Maria's job title?
  - A. Course Coordinator
  - B. Marketing Assistant
  - C. Student
3. What kind of course is Maria asking about?
  - A. Business English
  - B. General English
  - C. Academic English
4. What information does Maria request?
  - A. Course schedule, duration, and fees
  - B. Teacher names and textbooks
  - C. Course location and exam dates

**About the Reply Email:**

5. Who replies to Maria's email?
  - A. Maria Lopez
  - B. John Smith
  - C. The course manager
6. What is John's position?
  - A. Marketing Assistant
  - B. Course Coordinator
  - C. English Teacher
7. When does the next course start?
  - A. 5th March
  - B. 15th March
  - C. 25th March

8. How long does the course last?
  - A. Six weeks
  - B. Eight weeks
  - C. Ten weeks
9. How much does the course cost per week?
  - A. \$100
  - B. \$120
  - C. \$150
10. What option is available for students who cannot attend in person?
  - A. Weekend classes
  - B. Online classes
  - C. Private lessons
11. What does John suggest Maria do if she wants to join the course?
  - A. Visit the school
  - B. Let them know if she would like to register
  - C. Call the teacher directly