ชื่อ-นามสกุล_____รหัสนักศึกษา_____

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

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

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

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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

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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

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