

Writing an email to find out information about a course

1. Write questions to find the missing information.

..... (when ...?)

The course starts [REDACTED].

..... (what day ...?)

Classes are [REDACTED].

..... (what time ... ?)

The classes begin [REDACTED].

..... (what time ... ?)

Classes finish [REDACTED].

..... (how much ...?)

The course costs [REDACTED].

2. You are interested in doing a computer course. Write an email asking for information about the course. Remember to include the email address you are sending it to and the subject of the email in the subject bar.

The image shows the 'Compose' screen in a Yahoo Mail web interface. The top bar is dark purple with the 'yahoo/mail' logo on the left, a search bar in the center, and user information 'Krystina' and a 'Home' link on the right. A left sidebar lists mail folders: Compose, Inbox (17), Unread, Starred, Drafts (15), Sent, Archive, Spam, Deleted Items, and a 'Less' link. Below these are 'Views' and 'Hide' options, and links for Photos, Documents, Subscriptions, Deals, and Travel. The main area has a 'To' field, a 'Subject' field, and a large text area for the email body. A bottom toolbar includes a blue 'Send' button, icons for attachments, links, and social media, and a rich text editor with icons for bold, italic, text color, background color, and font size. A right sidebar is partially visible, showing a 'Cc / Bcc' field and a list of contacts.