

DEVELOPING WRITING An email – asking for information

4 Complete the email at the bottom of the page with the words in the box.

grateful	provided	let	keen	regards
advert	join	experience	confirm	forward

5 Read the email at the bottom of the page. Tick the correct statements.

- a It's the first time Richard has written to the organisation.
- b He has never been part of a conservation group before.
- c He wants to find out about a job.
- d He asks for information about transport.
- e He asks about equipment.
- f He says how he found out about the group.

Language note indirect questions

We often use indirect questions in writing to sound polite. They

- use statement word order
- don't use *do / does / did*
- use *if / whether* in questions you can answer with a 'yes' or a 'no'
- use *if* in indirect questions that are conditional
- often use introductory phrases like:

I would like to know ...

6 Underline the indirect questions in the email.

7 Make indirect questions using the introductory phrases.

- 1 Do I have to wear anything special?
Can you confirm.....?
- 2 How is transport to each session organised?
I would like to know.....
- 3 Where is the nearest car park to the gym?
Can you confirm.....?
- 4 Does the tutor have a good success rate?
Could you tell me.....?
- 5 How much does a course of lessons cost?
I'd be grateful if you could tell me.....
- 6 Will I have to take an exam or a test?
I would like to know.....

8 Write an email (120–150 words) to ask for information about an activity that you would like to do. Use an idea from the list or your own idea. Follow the content checklist and remember to use indirect questions.

- a course at a college or with a one-to-one tutor
- a sport / activity at a gym
- joining a volunteering group

Checklist

- how you heard about the course / activity / group
- the days and times
- the cost
- if you need any experience / skills
- if you need any equipment

Learner tip

If you write to someone you don't know to ask for information, don't include too many questions. If you keep the number of requests fairly short, you are more likely to get a quick reply!

The image shows a computer screen displaying an email composition window. The 'To' field is empty, and the 'Subject' field is also empty. The body of the email begins with 'Dear Sir / Madam' and continues with a paragraph of text. The text discusses moving into an area and seeing an advertisement for a volunteering group in a local library. It expresses a desire to find out more about the organization and asks if any special skills are necessary. The email then asks about the group's meeting times and if volunteers bring their own tools. Finally, it inquires about any special courses in conservation. The email concludes with a kind closing and the name 'Richard Clarke'.

Dear Sir / Madam

I have recently moved into the area and I saw an ¹ for your volunteering group in the local library. I am ² to find out more about your organisation.

I have always been interested in local history and geography, but I have never done any conservation work. Could you tell me whether any ³ or special skills are necessary to ⁴ the group? I would also like to know whether volunteers need to bring their own tools, or whether these will be ⁵

Could you ⁶ the days and times that the group meets? I would also be ⁷ if you could ⁸ me know whereabouts the group works and the type of tasks the volunteers do.

Finally, could you tell me if you organise any special courses in conservation?

I look ⁹ to hearing from you soon.

Kind ¹⁰.....

Richard Clarke