

## Unit 4: Learning A New Language

### Lesson: Write

#### Task 1: Vocabulary:

|          |          |          |               |
|----------|----------|----------|---------------|
| Khoá học | cung cấp | học viện | bài quảng cáo |
|----------|----------|----------|---------------|

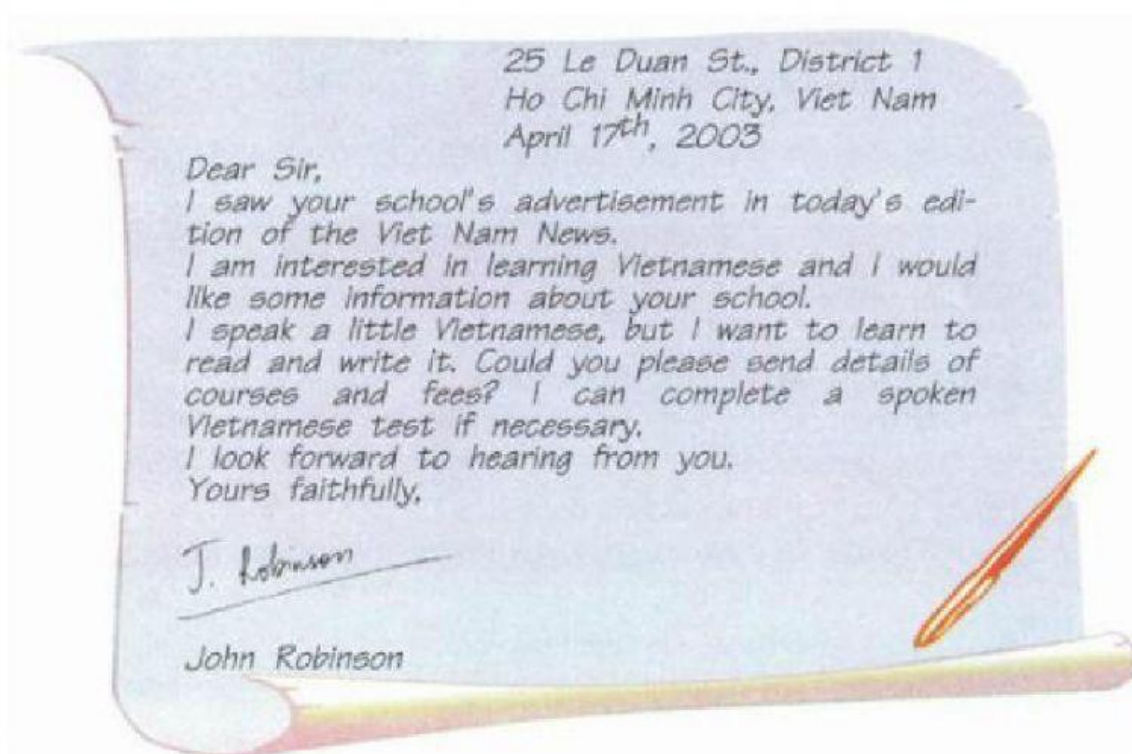
Advertisement /,ædvər'taɪzmənt/ (n): \_\_\_\_\_

Institution /,ɪnstɪ'tjuːʃn/ (n): \_\_\_\_\_

Supply /sə'plaɪ/ (n): \_\_\_\_\_

Course /kɔːs/ (n): \_\_\_\_\_

**A letter of inquiry is a for information or action . In all formal letters, you must include the addresses of the writer and the recipient.**



**Task 2: Read this letter.**

**Task 3: Read the advertisements in exercise 5. READ again. Choose one of the schools you want to attend to improve your English. Write a letter of inquiry to the institution requesting far more information about the courses and fees. Follow the Outline below.**

## OUTLINE

**Introduction:**

- Say how you come to know about the Institution (advertisement on newspaper / watch on TV)
- Express your interest (want to know more information)

**Request:**

- State how good your English is; exactly what kind of information you want

Further information: Say you are ready to supply more information about your English / study (record of study) if necessary.

**Conclusion:** End with a polite closing

25 Tran Hung Dao St., District Binh Khanh  
An Giang Province, Viet Nam

Dear Sir/ Madam,

I saw your \_\_\_\_\_.

I am very interested in learning \_\_\_\_\_ and I would like some more  
information about your \_\_\_\_\_.

I can speak a little \_\_\_\_\_, but I want to learn to speak more fluently and  
write well. Could you please send me details of the \_\_\_\_\_ and the \_\_\_\_\_?

I look forward \_\_\_\_\_.

Your sincerely,

\_\_\_\_\_