

D WRITE

TASK

Example task: You would like to enter a 'Young Photographer of the Year' competition. Write an email to *Your News Magazine* and ask for more information.

Dear Sir or Madam,

I am writing to enquire about the 'Young Photographer of the Year' competition which I read about on your website. I would be very grateful if you could answer a few queries.

Last year, I spent the whole summer taking photographs and I would like to enter them in the competition. Could you possibly inform me how many photographs I should send in?

In addition, could you please confirm the closing date of the competition?

I look forward to hearing from you.

Yours faithfully,

Mark Berrett

Use a formal greeting.

Explain the reason for writing.

Use formal expressions.

Use time expressions and sequencing words.

Add a closing expression.

Use a formal ending.

Add your name.

E CHECK

Check your work for mistakes.

WATCH OUT!

DO check the structure of your email. Don't forget to include appropriate greetings and closing expressions.

DO NOT use informal language or contractions (I'm, you'll, didn't).