

## WRITING TASK: SENDING EMAILS AND LETTERS



**Aim:** To compose a basic formal letter/email requesting specific information in a polite way.

**Language functions:** Making basic polite requests, asking for information

**Grammatical forms:** Modal verbs can/can't, Could/couldn't, simple present, adjectives

**Task:** Imagine you are an exchange student at the UTP and you want to enroll in an extension course to spend your free time.

Send a formal email to “ Bienestar universitario” asking for the courses available and the requirements you need to accomplish.

Have in mind the following aspects while typing your email:

- Open your email greeting the person you are sending the email to
- Give a short description about you, name, age, program in which you are enrolled, semester, etc.
- Ask for the type of extension courses/ programs the university offers to students, the schedules, requirements, etc.
- Describe the reasons why you want to enroll in an extension course at UTP.
- Close your email asking for a response as soon as they can.

Do not forget to use appropriate language and the vocabulary learnt so far in the course.

