

WRITING

1. Read the advert. Write a **FORMAL LETTER** asking for more information.



Circus Summer School

Learn how to ride a unicycle, juggle balls and swing on a trapeze!

CONTACT: Mr John Clown
ADDRESS: 20 Monkey Street, Liverpool, L36



Date: _____

Recipient's Address: _____

Greeting: _____

Introduce yourself: _____

Reason for writing: I'm writing because _____

Ask for information. _____

(Ask some questions). _____

Closing: _____

Signature: _____

ORGANIZATION

- Date: ____ / 0.75
- Address: ____ / 0.75
- Greeting: ____ / 0.75
- Introduction: ____ / 0.75
- Reason for writing: ____ / 0.75
- Asking for info.: ____ / 0.75
- Closing: ____ / 0.75
- Signature: ____ / 0.75

SPELLING: ____ / 1

GRAMMAR: ____ / 1

COMMUNICATIVE ACHIEVEMENT: ____ / 2