English for Emails

Unit 6: Enquiries

Task 1

Complete the questions with the appropriate question words.

How often / How many / What /
How far / Who / What time

From: Mercy Okolo
(mercy_okolo@nigeria_education.net)
To: Angela Jones
(angela.jones@stancliffschool.org.uk)
Subject: School partnership

Dear Angela,
Thank you for your email. The children at my school are learning about schools in the UK and other countries. I have some questions about your school.

1. _____ is the head teacher?
2. _____ subject do you teach?
3. _____ pupils are there at your school?
4. _____ in the morning does your school start?
5. _____ from school do the children live?
6. _____ do the children play sports at school?

Can you let me know? I look forward to working with you.
Best wishes,
Mercy
Mercy Okolo
Head Teacher – Government Secondary School – Abuja, Nigeria

Task 2

Choose the correct preposition for the gaps in the email below.

From: Raj (raj.kumar@stancliffschool.org.uk)
To: Victor Obinna (Victor1997@yesmail.ng)
Subject: RE: pictures from my school

Hello Victor,
Thanks for sending me the pictures of your school and your friends. My school in England is very different! I want to ask you about your school. Here are my questions.

1. I play cricket in the school team. What sports are you good _____?
   a) in
   b) with
   c) at

2. I hate maths but I love English. What subjects are you interested _____?
   a) in
   b) to
   c) on

3. In IT, we're learning how to make a website. At your school, what are you learning _____?
   a) about
   b) on
   c) at

4. My brother and I walk to school together every day. Who do you go to school _____?
   a) to
   b) from
   c) with

www.britishcouncil.org/learnenglish

©2016 British Council. The United Kingdom's international organisation for educational opportunities and cultural relations. We are registered in England as a charity.

LIVEWORKSHEETS

5. My flat is by a road with lots of cars. What is your home _____?
   a) next to
   b) out of
   c) away from

Can you let me know?
Bye for now! Raj

Task 3

Complete the emails with the appropriate questions.

Could you let me know the address? / Could you let me know your arrival time? / Could you let me know your availability? / Could you let me know the price?

1. Dear Mr Roberts,
   I will come and collect you from London Heathrow Airport next Tuesday. _____ _____ I look forward to meeting you next week.
   Regards, Sheila Fiston

2. Hello again Atoshi,
   I would like to post the documents to your office, but I do not have your work address. _____ _____ As soon as I have it, I will send them to you.
   With thanks, Jose Gutiérrez

3. Dear Mrs Haniss,
   We would like to offer you some part-time work next term. _____ _____ Are you free on Thursday mornings?
   I look forward to hearing from you.
   Yours truly,
   Ruth Gaddon (Head Teacher)

4. Dear Sir or Madam,
   I would like to book a meeting room for 25 people (including 2-course lunch) on January 4 next year. _____ _____ Can you offer us a discount? With thanks in advance,
   Lin Mo
   Marketing Executive, Star Properties

Task 4

Indicate whether the questions are correctly formed or not. (Hint: four are correct and five are not.)

1. What time the meeting starts tomorrow?
2. Where do you work?
3. How many people work in your office?
4. What you doing after work tomorrow?
5. Could you let me to know the date of the conference?
6. Which train are you arriving on?
7. What terminal my flight goes from?
8. Could you please let me know the web address?
9. What time will being convenient for you?

www.britishcouncil.org/learnenglish

©2016 British Council. The United Kingdom's international organisation for educational opportunities and cultural relations. We are registered in England as a charity.

LIVEWORKSHEETS