

Official language

1. Choose the correct example (A-I) for each of the actions (1-9) when writing a formal letter.

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| 1. ____ : Opening a formal email/letter | 6. ____ : Making requests |
| 2. ____ : Giving reasons for writing | 7. ____ : Asking for information |
| 3. ____ : Referring to something mentioned in advert: | 8. ____ : Apologising |
| 4. ____ : Making suggestions / giving advice | 9. ____ : Closing an informal email |
| 5. ____ : Offering to do something | |

- A. I would be able/willing to ... if necessary.
B. Your letter/notice/advert mentioned that ... Your letter/notice/advert asked for ...
C. I would like to apologise for ...
D. Would it be possible for you to ...?
E. Dear (Mr/Mrs/Ms Edwards), Dear Sir/Madam
F. It would be a good idea to ... It might be sensible to ... You might like to consider ...
G. I look forward to hearing from you, Yours sincerely (after Dear Mr...), Yours faithfully (after Dear Sir/Madam)
H. I am writing in response to ... I saw your notice/advert in ...
I. Could you give me some information on ...? Could you let me have more details about ...?

2. Complete the official letter example with the given words or phrases.

Dear Mrs West,

My name is Kate, and I am an exchange student at this school. I am writing to apply to ¹ _____ the Music Club, which I saw advertised on the school website. I ² _____ like to join this club because I really enjoy music and I ³ _____ been playing the guitar for three years. ⁴ _____ I am a suitable candidate because I am responsible, motivated, and I enjoy working with other students.

If I join the club, I would be interested ⁵ _____ practising together with other members and maybe creating small performances for ⁶ _____. I think these activities ⁷ _____ us improve our musical skills and also build confidence when performing in public. ⁸ _____, I would like to suggest organising beginner workshops for students who want to learn an instrument.

Before I apply officially, I would like ⁹ _____ more about the schedule. Could you please ¹⁰ _____ how often the club meets after school?

I look forward to hearing from you.

Yours sincerely,
Kate Lapina

3. Finish the sentences with a logical linking word so that the sentence makes sense.

- Many students enjoy creative subjects, _____, art and music projects.
- I love outdoor activities, _____ of hiking in the mountains.
- The school offers many clubs, _____, drama, robotics, and photography.
- The new science lab has modern equipment; _____, students can now use 3D modeling tools.
- _____ being very tired after the evening trainings, he still finished all his homework.
- This book is very helpful for learners; _____, it includes practice tests and vocabulary lists.
- She is interested in technology, _____ computer programming.
- The project was difficult; _____, we managed to finish it on time.
- The school garden is getting bigger; it now has flowers, herbs, and _____ vegetables.
- She decided to join the photography club, _____ her interest in taking creative pictures.

4. Complete the text with a suitable linking word from the box in the correct empty gap.

compared	therefore	however	particular	instance	because	furthermore	due	such	despite
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Liam loved spending time outdoors, ¹ _____ the weather had been terrible this past week. ² _____ of the strong wind and heavy rain, he couldn't go cycling with his friends. On Saturday morning, the sky finally cleared, so he packed a small backpack with everything he needed, ³ _____ as water, snacks, and a map. He chose a new trail he had never tried before, one that was known for its beautiful views.

The forest path was quiet and peaceful, ⁴ _____ to the busy streets near Liam's house. He noticed many interesting plants, for ⁵ _____, bright red mushrooms growing under the trees. ⁶ _____, he saw a deer crossing the trail, which made the trip feel even more special. He wanted to take photos of everything he saw, in ⁷ _____ the waterfall he had heard about from his classmates.

When Liam finally reached the waterfall, he was amazed. The water was stronger than usual ⁸ _____ to the recent rain, and the rocks around it were sparkling in the sunlight. ⁹ _____ the slippery ground, he carefully walked closer and took a few pictures. He felt calm and refreshed, and ¹⁰ _____, he decided he would explore this trail again soon.