

Writing an email to find out information about a course

1. Write questions to find the missing information.

..... (when ...?)

The course starts [REDACTED].

..... (what day ...?)

Classes are [REDACTED].

..... (what time ... ?)

The classes begin [REDACTED].

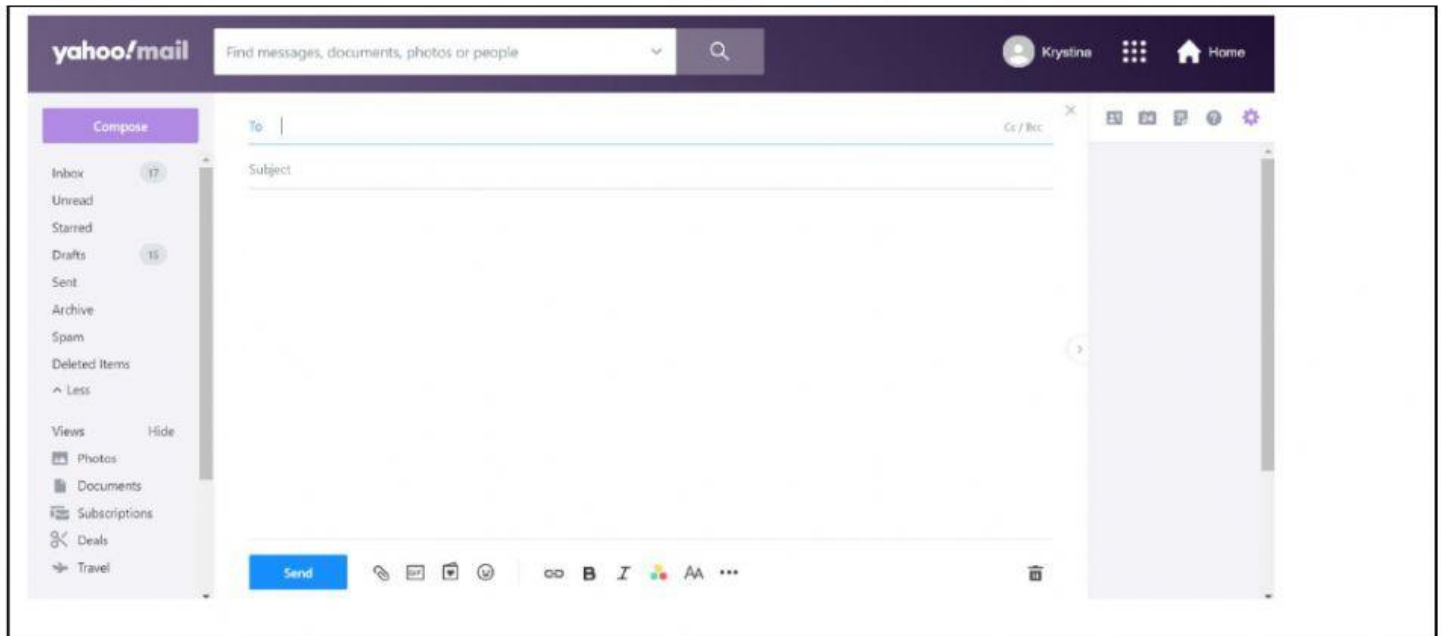
..... (what time ... ?)

Classes finish [REDACTED].

..... (how much ...?)

The course costs [REDACTED].

2. You are interested in doing a computer course. Write an email asking for information about the course. Remember to include the email address you are sending it to and the subject of the email in the subject bar.



The image shows the Yahoo! Mail 'Compose' interface. At the top, there is a dark purple header with the 'yahoo/mail' logo, a search bar, and user information for 'Krystina'. Below the header, the left sidebar contains a list of mail folders: 'Compose', 'Inbox' (17), 'Unread', 'Starred', 'Drafts' (15), 'Sent', 'Archive', 'Spam', 'Deleted Items', and a 'Less' link. Below these are 'Views' and 'Hide' options, followed by 'Photos', 'Documents', 'Subscriptions', 'Deals', and 'Travel'. The main area is the email composition form, with fields for 'To', 'Subject', and a large text area. The 'To' field has a 'Cc / Bcc' link. The 'Subject' field is empty. At the bottom of the form, there is a 'Send' button and a row of icons for attachments, links, emojis, and text formatting (bold, italic, color, background color, font size, and a menu icon).