



1 Read the email and answer the questions.

- 1 Who is Matt writing to? Why?
- 2 Which topics from the box does he want to know about?

accommodation social activities
dates/times of courses
other students prices

2 Read the email again and answer the questions.

- 1 Does Matt know the name of the person he's writing to?
- 2 How does he finish the email?
- 3 How many of the topics from exercise 1 does he write about in each paragraph (A-C)?
- 4 Does he use contractions, e.g. *I'd, I'm*?
- 5 Does he use mostly direct or indirect questions?

3 a Complete the How to... box with the headings (a-d).

- a Start a formal email/letter
- b Finish a formal email/letter
- c Ask for the exact information you need
- d Say your main reason for writing

How to... structure a formal email/letter

- 1 _____ : **Dear Mr Smith** (if you know their name)
_____ : **Dear Sir/Madam** (if you don't know their name)
- 2 _____ : *I recently saw your advertisement in The Times and I would be grateful if you could give me some more information.*
- 3 _____ : *Does your school give help with arranging accommodation with local families?*
- 4 _____ : **Yours sincerely** (if you know their name)
_____ : **Yours faithfully** (if you don't know their name)

b Complete each sentence from the text with three words.

- 1 I would _____ you could give me some more information.
- 2 I would _____ the dates of the courses.
- 3 Can you _____ it is possible to start the course on any date?
- 4 Would it _____ study for about three hours a day?
- 5 I _____ finding out about the other students.
- 6 I _____ to have too many other English speakers in the same class.

4 a Prepare to write a formal email/letter asking for information. Read the advert and think about (a) how to start and finish your email and (b) three things to ask about.

Learn English magazine offer!

Come and study at Clayhill College!

The college is in a beautiful part of England.
Some courses are now at discount prices.
We have small classes and friendly teachers.

For further enquiries, email us at:
clayhillcollege@hotmail.co.uk

b Now write your email/letter.