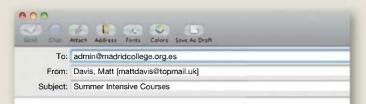
Can do write a formal email/letter



Dear Sir/Madam,

I recently saw your advertisement in The Times for Spanish language Summer Intensive Courses at your school and I would be grateful if you could give me some more information.

- A Firstly, I would like to know the dates of the courses during July and August. Can you tell me if it is possible to start the course on any date, or only at the beginning of a month? Would it be possible to study for about three hours a day?
- **B** Secondly, I am interested in finding out about the other students. Do you know how many students there will be in the classes? Also, could you tell me what other nationalities will be in your school? I am an English speaker and I would prefer not to have too many other English speakers in the same class.
- **c** Finally, can you tell me about accommodation? Does your school give help with arranging accommodation with local families or is that something I have to do myself?

Yours faithfully,

Matt Davis

- 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

- 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?
 - 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	• <i>Dear Mr Smith</i> (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.
- ____ it is possible to start the course on any date?
- Would it ___ _ study for about three hours a day?
- ___ 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.

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b Now write your email/letter.