

## 5 A FORMAL EMAIL

From: Antonio Ricci [antonior@tiscali.net]  
 To: The Priory Language School [enquiries@prioryedinburgh]  
 Subject: Information about courses

Dear Sir / Madam,

I am writing to ask for information about your language courses. I am especially interested in an intensive course of two or three weeks. I am 31 and I work in the library at Milan University. I can read English quite well, but I need to improve my listening and speaking. The book I am currently studying is 'pre-intermediate' (Common European Framework level A2).

I have looked at your website, but there is no information about intensive courses next summer. Could you please send me information about dates and prices? I would also like some information about accommodation. If possible I would like to stay with a family. My wife is going to visit me for a weekend when I am at the school. Could she stay with me in the same family?

I look forward to hearing from you.

Yours faithfully,

Antonio Ricci

a Read the email to a language school. Tick (✓) the questions that Antonio wants the school to answer.

- How much do the courses cost?
- When do the courses start and finish?
- How many students are there in a class?
- Are there Business English classes?
- Where can I stay?
- Where are the teachers from?

b Look at the **highlighted** expressions. How would they be different in an informal email (or letter)?

Formal	Informal
Dear Sir / Madam,	
I am writing	
I would like	
I look forward to hearing from you.	
Yours faithfully,	



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- Small groups or private lessons

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c Read the advertisements and choose a course. Think of two or three questions you would like to ask.

d Write a formal email asking for information. Write two paragraphs.

Paragraph 1	Explain why you are writing and give some personal information.
Paragraph 2	Ask your questions, and ask them to send you information.

e Check your email for mistakes (grammar, punctuation, and spelling).

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