## **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	e 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,	

## Painting courses in Tuscany Learn to paint in Tuscany, Italy.

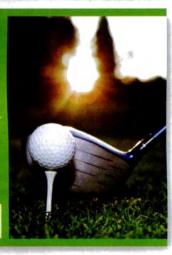
- One-week courses, from April to October
- Your accommodation in Tuscany is included
- Beginners welcome

Email us for more information at painttuscany@blueelephant.com

## Golf lessons

- One- or two-week courses in different parts of the state
- Professional golf coaches
- All levels, beginners to advanced
- Small groups or private lessons

For more information email us at info@golfinflorida.com



- 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).
- ✓ p.57