

I'm not robot  reCAPTCHA

Open

Subject: English courses

Dear Ms Black,

I am writing in response to the advertisement I saw for your English school in 'World Teens Today' magazine. I am interested in doing one of your courses and I would be grateful if you could provide some further information.

Firstly, it says in the advertisement that the courses are two weeks long. Would it be possible to do a three-week course? I would also like to know how much your courses cost exactly.

Secondly, your advert mentions accommodation with host families. Could you tell me if I would be staying on my own with the host family or if there would be other students staying there as well?

Finally, I have a question about the social programme. Would you mind sending me more details about this? I am very keen on sport and I would like to know if there are any sports activities included in the social programme.

I look forward to hearing from you.

Yours sincerely,

Lili Song

Top Tips for writing

1. If you know the name of the person you're writing to, use *Mr* for a man and *Ms* for a woman.
2. Start by saying why you are writing or what you are responding to.
3. Use indirect questions such as *I would be grateful if you could ...* to ask for information politely.
4. Use words like *Firstly*, *Secondly* and *Finally* to order your points.
5. Use this standard phrase to finish a formal letter or email.
6. If you've begun the email with *Dear* and the name of the person, finish with *Yours sincerely*. If you have used *Dear Sir or Madam*, finish with *Yours faithfully*.



CEMENT

FLY ASH

PROCEDURE

1. Prepare mixtures of various compositions as given in observation table.
2. Take each of the given mixtures in different beakers and prepare their pastes by adding minimum amount of water
3. Take nine cases of empty match boxes and mark them from 1 to 9.
4. Fill the three cases with the paste of each composition.
5. Spray water from time to time over the paste, so that they remain moist all the time.
6. After three days, take out one slab of each composition and test their strengths.

Email Writing: Informal-Semiformal Emails

Structure of a Good Informal Email: Salutations

- Paragraph 1: Why you haven't been in touch
 - Paragraph 2: Questions for your friend
 - Paragraph 3: News
 - Paragraph 4: Why you're getting in touch
- Now
Closing

Example:

Hi Harry,

Long time, no see! I hope you're doing well. I have been meaning to contact you for the last year; however, I could not find your email address. But I recently discovered it and I found a photo of us together.

Where are you living now? What is your job? Sorry for too many questions. How about your family? How are your parents? I still remember the time we went on vacation to Spain together. It was awesome.

As you know, I just got married and my wife, Janet, had a baby girl. Her name is Katherine. She is so cute. I am currently working as an insurance agent at First Insurance in Richmond, VA. Life changes so quickly.

There's another reason why I wanted to contact you. I would like to invite you to join our family's trip to Hawaii in June 2018. We would love to have you with us. Can you come? Please let me know soon.

Thanks and have a great day. Take care.

Ronnie

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