

Email writing

Worksheet 1

Formal letter, to be cut up into strips.

Dear Mr Jones,

I am writing to enquire about your language courses in the summer. I am a university student studying to become a translator.

I would like to know whether your school offers courses specifically for university level students as I would like to study techniques for essay writing in English. Could you also tell me how many hours of lessons there are per week?

With regards to accommodation, do you only provide homestay-style lodgings or are there any other possible alternatives? I feel I would prefer to stay in shared accommodation with self-catering facilities.

Finally, I was wondering if any extra-curricular activities such as lectures or excursions are offered at your school. If so, are these included in the price, or at an additional cost?

I would be grateful for any information you can give me and I look forward to hearing from you soon.

Yours sincerely,
Jaana Nikkinen
Jaana Nikkinen

Worksheet 2a

Semi-formal email. To be cut up into strips.

Subject: Information about summer courses

Dear Mr Jones,

I'm a university student from Finland and I'm writing to get some information about your language courses this summer. I've got a few questions:

1. Do you do a course for university students, which helps them with their essay writing skills?

2. How many hours a week are the courses?

3. What sort of accommodation do you offer?

4. What after-school activities are there?

5. Do you do any trips to other towns in the UK?

I'm hoping to come over in June, so if you can get back to me as soon as possible, it would be great. Thanks for your help.

Best regards,
Jaana Nikkinen

Worksheet 2b

Model 'good email'.

Dear Mr Jones,

I'm a university student from Finland and I'm writing to get some information about your language courses this summer. I've got a few questions:

1. Do you do a course for university students, which helps them with their essay writing skills?
2. How many hours a week are the courses?
3. What sort of accommodation do you offer?
4. What after-school activities are there?
5. Do you do any trips to other towns in the UK?

I'm hoping to come over in June, so if you can get back to me as soon as possible, it would be great. Thanks for your help.

Best regards,

Jaana Nikkinen

Worksheet 3

Informal email. To be cut up into strips.

Subject: Dani is back in Bournemouth

Hi Jack,

Remember me, Dani from last summer? How could u forget, we had such a good laugh every weekend, didn't we? How's it going?

Anyway, just writing to let u know that I'm coming back! I'm gonna be working in a hotel in Bournemouth from June till September. Brilliant, eh?

Actually, there was something else* Do u reckon it would be possible to have my old homestay family? We got on so well, and the mum was a fantastic cook! Dunno if it's possible, but just thought I'd ask.

Would be great to catch up sometime, so gimme a bell*I've still got the same SIM, so my number's the same: 0786 8757652.

Cheers, mate!

Dani

Worksheet 4

'Bad email'.

Subject: Hello!

Hi Jack!!!

My name's Jaana and I'M FROM FINLAND!!! I bet you haven't had students from here B4 ;-) ;-) That's probably coz we're so amazing at languages, that we don't need any xtra help? except me – I need all the help I can get!! Probably cos I just like watching films most of the time instead of studying. I really wanna be a film director and live in Hollywood so I have to watch as much as possible to get ideas for my movies. Actually, don't tell anyone, but I'm actually quite a good student?but if anyone found out, my reputation would be ruined, so shhhhhh!) BTW do u do courses for uni students? How many lessons/week? Is there any extra stuff after school, SO I CAN MEET SOME COOL PEOPLE? How about trips? Give me all the info you can, man.

Jaana (although all my mates call me Jakki!!)