

Exam question

You are interested in studying English in the UK. Read the advertisement below which you saw in an international magazine and some notes you have made in red. Write an email to Jane Black using all the notes. You should write approximately 150 words.

Central School of English
Come and study English at our school!

- Two-week courses for all levels
- Highly qualified, experienced teachers
- Reasonable prices
- Accommodation with host families
- Extensive social programme

For further information contact Jane Black:
j.black@central-school.co.uk

Can I do a three-week course?

How much exactly?

With other students or on my own?

More details?

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*.

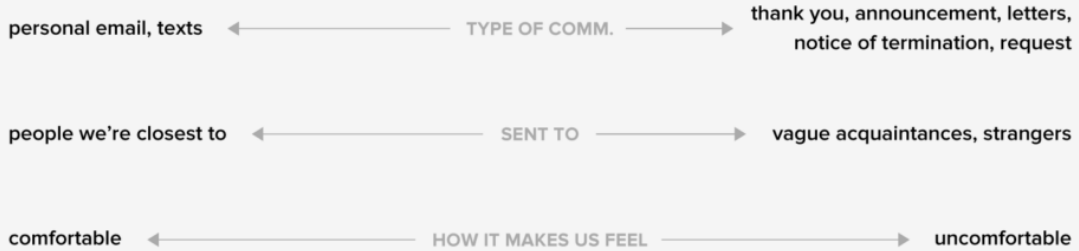
Write an email to the language school:

- address it to the correct person
- mention the advertisement
- tell them that you are interested in a language course and ask for some details
- ask for a three-week course
- get some more information about the host family
- be curious about the social programme, especially about sports activities

INFORMAL

**SLIDING SCALE
OF FORMALITY**

FORMAL



FORMAL ENGLISH:	INFORMAL ENGLISH:
✓ Complete sentences (subject + verb)	✗ Not always full sentences (ex.: "But why?")
✓ No contractions	✗ Contractions (i.e. "I'm" vs. "I am")
✓ Conjunctions (i.e. but, and, if)	✗ Comma splices
✓ Fully-spelled-out words	✗ Abbreviations (ex.: "ICYMI" instead of "In case you missed it,")
✓ Transition words	✗ Lacks transition words
✓ Paragraph form	✗ More like a text message (No greeting line or sign-off)
✓ Punctuation at the end of every sentence (typically a period or question mark, not exclamation points)	✗ Lacks punctuation
✓ Greetings include "Hi {!First Name}" or "Dear Ms./Mr. {!Last Name}" or "To whom it may concern"	✗ Greetings like "hey" or "how's it going?"
✓ Sign-offs like "Sincerely" or "Best regards"	✗ Sign-offs like "Talk to you later" or "Bye"