**Practical lesson 5 Formal and Informal emails**

**Exercise 1**

Write a word to fill the gaps and complete the email.

In, sincerely, to, grateful, costs, would, Dear, forward, if, hearing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr Cotton,

I am interested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ studying at your language school and I am writing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ request further information about your courses.

Please could you tell me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ there are still places available on the summer courses? I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ also like to know how much a three-week course \_\_\_\_\_\_. Finally, I would be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you could send me details of the accommodation that is available.

I look \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from you.

Yours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Amit Khan

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| **Exercise 2** |

State whether the sentence would be classified as either formal or informal. If informal, change it

to formal.

1.) I am pleased to inform you that you have won our grand prize.

\_\_\_\_\_\_\_\_\_\_\_\_\_

2.) I hope all is well with your new career choice.

\_\_\_\_\_\_\_\_\_\_\_\_\_

3.) I shouldn’t have changed it!!

\_\_\_\_\_\_\_\_\_\_\_\_\_

4.) Hi, smith how are you?

**Exercise 3**

Decide if the following salutations are formal or informal.

1. Dear Mr. surname,
2. Dear first name,
3. Hello Mr. Mohammed.
4. Dear colleagues,
5. Hi Mansoor,
6. Person’s name only,
7. (No salutation. Just begin the email)
8. Hello everyone!

**Exercise 4**

Rewrite the direct questions as indirect questions.

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1. When does the course start? Could you tell me…..
2. Do I need to do a level test? Please let me know ……
3. How much does the course cost? Would you mind telling me …
4. Do you have native teachers? Could you inform me ….
5. When do your courses begin? I would be grateful if you could tell me……
6. Is the accommodation near the school? I would like to know if ……
7. How many students are in each class? Could you tell me …
8. Which book will we use? Would you mind telling me …..

**Exercise 5**

1. Decide if the following sentences are written in **formal** or **informal** style?

1. I look forward to receiving a prompt reply.
2. My family and I are having a great time here!
3. Would it be possible for you to attend the next conference which will be hold at Princeton University?
4. Give Mary a big hug from me.
5. I’m writing to ask if you’re having a good time at the summer school.
6. I am anxious to know what your recent activities have been.
7. Just a line to let you know that I’ve just passed my driving test.
8. I have no further news at the moment.

**Exercise 6**

Write word underline below in the formal style:

1. I wish to thank you sincerely for your help.
2. I don’t want to do it but if I have to get legal, I will.
3. I can tell you about that.
4. The work will start on Monday.
5. I will get in touch with you tomorrow.