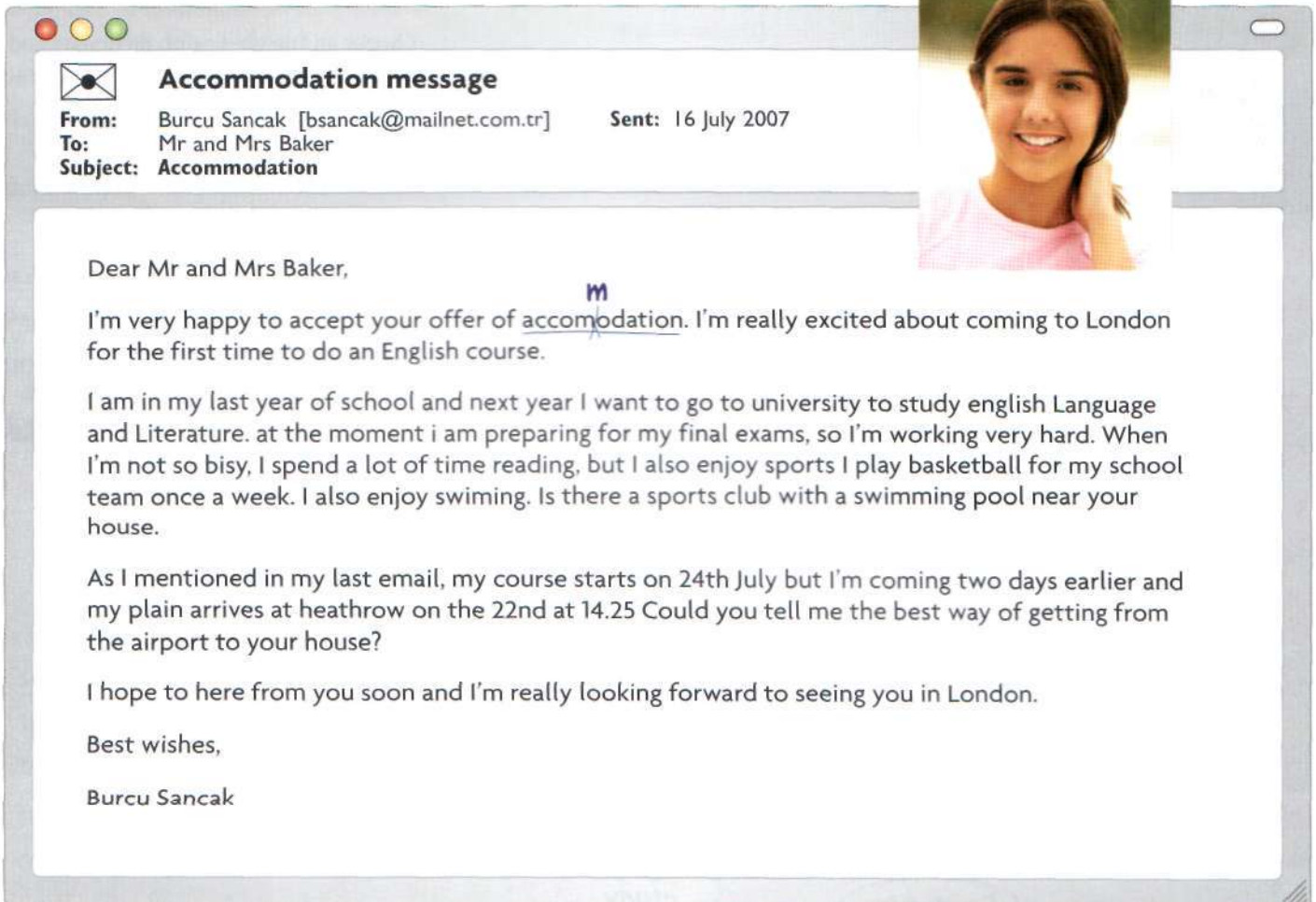


WRITING A host family

- 1 Imagine you are going abroad to do a short course and are going to live with a host family. What information would you give them and what information would you want? Think about:

dates food personal information transport computer access hobbies

- 2 Burcu Sancak, a Turkish student, is writing to her host family. Read her email. Tick (✓) the items from exercise 1 that she mentions.



Accommodation message

From: Burcu Sancak [bsancak@mailnet.com.tr] **Sent:** 16 July 2007
To: Mr and Mrs Baker
Subject: Accommodation

Dear Mr and Mrs Baker,

I'm very happy to accept your offer of accomodation. I'm really excited about coming to London for the first time to do an English course.

I am in my last year of school and next year I want to go to university to study english Language and Literature. at the moment i am preparing for my final exams, so I'm working very hard. When I'm not so bisy, I spend a lot of time reading, but I also enjoy sports I play basketball for my school team once a week. I also enjoy swimming. Is there a sports club with a swimming pool near your house.

As I mentioned in my last email, my course starts on 24th July but I'm coming two days earlier and my plain arrives at heathrow on the 22nd at 14.25 Could you tell me the best way of getting from the airport to your house?

I hope to here from you soon and I'm really looking forward to seeing you in London.

Best wishes,

Burcu Sancak



- 3 **Read Study Skill** Read Burcu's email again. There are 12 mistakes (capital letters, full stops, question marks, and spelling). Find and correct them.

Writing an informal email

- 4 Imagine you are going to stay with a family for a short course. Write them an email. Write about 100 words.
- Say you accept their offer of a room.
 - Tell them about your studies and your hobbies.
 - Give them information about your arrival.
 - Ask for information you would like.

Check your work carefully. Give it to another student to check again.,

STUDY SKILL Checking your writing

Every time you write, remember to check your work for:

- capital letters at the beginning of sentences and for proper nouns (names of people, cities, and countries)
- full stops at the end of sentences
- question marks at the end of questions
- spelling mistakes. Use a dictionary or computer spellchecker to check your spelling. Keep a record of any words you misspell. Learn the correct spelling.

WRITING Invitations

1 Skim emails A and B. Which is formal? Which is informal?

A

Dear Nancy,

Thanks for the invitation to your wedding. Congratulations to you both! **¹I'd love to come.** How exciting! I've already booked flights – **²see attachment.** **³It'd be great if you could send me the email address of the hotel you're booking me into.** **⁴I'm really looking forward to seeing you again.** **⁵Best wishes** (and to Mark, too!),

Laura

B

Dear Dr Bryan,

I have great pleasure in accepting your kind invitation to the 3rd International Conference for Teachers of English Language and Literature to be held in Istanbul from 5th to 8th October. Please find attached my arrival and departure details as requested.

It would be greatly appreciated if you could send me the contact details (email and telephone/fax) for the Istanbul City Hotel.

I look forward to meeting you and your colleagues in October.

Yours sincerely,
Dr Laura Khuffash
Birzeit University

2 Look at the expressions in bold in email A. Find matching expressions in email B.

I'd love to come. = *I have great pleasure in accepting ...*

3 Match formal phrases 1–6 with endings a–f to make full sentences. There may be more than one possible answer. **Read Study Skill**

- | | |
|---|--|
| 1 <input type="checkbox"/> I am writing | a in attaching your programme. |
| 2 <input type="checkbox"/> I have pleasure | b to suggest changes. |
| 3 <input type="checkbox"/> Please find attached | c to meeting you next month. |
| 4 <input type="checkbox"/> I look forward | d your itinerary and hotel reservations. |
| 5 <input type="checkbox"/> I would like | e to welcome you to our town. |
| 6 <input type="checkbox"/> Please feel free | f to inform you that the conference dates have been changed. |

4 Work with a partner. Brainstorm things to do and see in your town.

5 An important lecturer is coming to visit to give a series of two-hour seminars at your college/university. Prepare a three-day programme to include hotel details, lectures (titles, venue, days and times), cultural and other free-time activities.

Day 1

10.00 – 12.00, 'Technology of the future'
– Lecture Theatre 2
12.30 Lunch
3.00 Visit to the National Museum

Writing a formal email

6 Write an email to your visitor (75–100 words) using some of the words and phrases in exercise 3. Include these points:

- Address your visitor.
- Tell him/her why you are writing.
- Give details of attachments (itinerary – dates and times of arrival and departure, lecture times and locations, accommodation).
- Briefly summarize the programme. Give an example of optional cultural and free-time activities. Tell the visitor that any suggestions for changes are welcome.
- Close the email appropriately.



STUDY SKILL Using formal expressions

When you write emails for academic or professional purposes, it is important to use a more formal tone. You can do this by learning fixed expressions by heart. For example:

I have great pleasure in + -ing.

I am writing + infinitive.

I would like + infinitive.

Please feel free + infinitive.

I look forward to + -ing.

Please find attached/enclosed + noun.

REVIEW

1 Look at documents a–c and answer the questions.

- 1 What is each document? Label them.
- 2 Who do you think wrote each one?
- 3 Who is each one intended for?

a

Dear Dr Stone,

I am writing to apply for the William Frank Bursary in Biological Sciences at the University of West London.

I am currently in my final year of a degree in Biochemistry at Birzeit University and will graduate in July this year. Please find enclosed a reference from my tutor and a copy of my final year paper in support of my academic qualifications. ...

b

TONBRIDGE SUMMER SCHOOLS

Reference: TSS07

Temporary Social Organizer

We are looking for an energetic, friendly, and patient student who wishes to improve their English while working.

Applicants should speak Arabic fluently, and English at intermediate level or above. They should have reasonable computer skills (Word and Excel) and ...

c

TO ALL CANDIDATES:

This is a reminder that the final Chemistry examination is on Tuesday 27th May at 9a.m.

Please be at the examinations centre 15 minutes before the start of the exam.

Late arrivals will not be allowed into the examination hall.

All candidates must show their university ID cards.

2 Rewrite the email to Mrs Bateman replacing the phrases in **bold** with more formal expressions.

Dear Mrs Bateman,

Thanks for your letter. I'd really like to come to the exhibition.

It would be great if you could send me some information about transport between the airport and the exhibition hall. I have written a brief biography **as you asked me – see attachment**.

Really looking forward to meeting you soon.

Yours sincerely,
Frank Baker

3 Complete the paragraph with the correct form of the words in brackets. Use your dictionary to help

Dr Khuffash is ¹ _____ (current) a senior ² _____ (lecture) at Birzeit University. She is an expert on the ³ _____ (develop) of English as an international language. She is ⁴ _____ (particular) ⁵ _____ (interest) in the use of English in the fields of science and medicine. Dr Khuffash is also a noted ⁶ _____ (novel) and poet.

