

How to Write an Email

I. Watch the video and answer the following questions:

<https://www.youtube.com/watch?v=fSHQ-oi3pDc>

1. How many parts does an email have?
2. Where to capitalize in an email?
3. Where to leave empty lines?
4. What does the signature block contain?

II. Fill in the gaps with the words in the box.

appreciate	also	faithfully	finally	first of all	forward	further
grateful	know	mind	reference			

Dear Sir/Madam,

I am writing in 1 _____ to the home exchange service that you offer on your website. We are a family of four who have been considering the possibility of exchanging our main home for some time and we would be 2 _____ if you could answer a few questions.

3 _____, I would like to 4 _____ if some kind of insurance is included in the fee that you charge for your services. We have our own home insurer, but we are not sure if we should talk to them before doing an exchange. I would 5 _____ some information on this point.

I would 6 _____ like to know if pets can be included in the exchange. We have a cat and we do not have anybody to look after him while we are away. Could you tell me if exchanging pets or leaving a pet in the care of the people who are coming to your home is a common practice?

7 _____, I would be interested to receive 8 _____ information about the confirmation process. Would you 9 _____ telling me if there is an exchange contract that needs to be signed before your exchange?

We would appreciate it if you could answer these questions. I look 10 _____ to hearing from you.

Yours faithfully,

Stephanie Clark.

III. Write an email. **Summer Camp Volunteers**

You have just seen the following advertisement on a website for university students volunteers.

Summer Camp Volunteers

We are looking for young, enthusiastic volunteers to look after children from poor families in the summer holidays. You do not need any special skills, but you must be hard working and speak good English. You should enjoy sports, outdoor activities like hiking, or swimming, or indoor activities such as board games, music and reading stories. If you are interested please apply to office@uksummercamps.org.

You decide to apply for the job. Write an email of about 100 – 150 word saying

- Why you want the job
- What special qualities make you the right person for the job
- What you expect to profit for your future