



WRITING

5.7

An enquiry

I can write a formal email requesting information.

- 1 You want to do an English course in the UK. Read the ad and write down three questions you would like to ask about the school.

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BOOK NOW

PADDINGTON ENGLISH SCHOOL

Central London location, ideal for shops, art galleries and museums.

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or write to

enquiry@paddingtonenglish.co.uk



Dear Sir or Madam,

I am a seventeen-year-old Italian student, and I am writing to enquire about doing an English course at your school next summer. I am particularly interested in doing the Cambridge First Certificate exam. I got good marks in my English exam this year, and I think I am B2 level. Could you tell me how long I will need to study and how much it will cost?

I would also like to know if you can arrange accommodation for me. Could you tell me what kind of accommodation you provide, and how much it costs?

Finally, I would be grateful if you could send me details of how to book a course and how to pay for it.

I look forward to hearing from you.

Yours faithfully,

Analisa Bargellini

- 2 Read Analisa's email of enquiry. Did she ask any of the questions you wrote down?
- 3 Put the sentences summarising the email in the order they appear (1–3).
- a polite questions about the information you need ☐
 - b what you would like the reader to do ☐
 - c information about yourself and why you are writing the email ☐