

Writing file 3

Writing a letter asking for information

1 Work with a partner and discuss the following questions.

- 1 In your job do you often write letters / emails in your own language to ask for information? Who do you write to and why?
- 2 Do you ever write letters / emails in English to ask for information? Who do you write to and why?

2 Read the letter and answer questions 1–4.

- 1 What information does Sylvia ask for?
- 2 Why does she want to work with this company again?
- 3 What kind of training is she interested in?
- 4 How formal is the letter? How do you know?

Roslan Machinery
Units 21–30 Declan Way
Bolton
BL4 2GG

Bram Moncure
Humanworks Training
Brantley House
Seagram Road
Berks
January 7

Ref: Request for information on training courses

Dear Mr Moncure

I am writing to **request** information about your training courses for this year. Please send me **details** of dates and prices.

Last year my company sent three employees on your management courses and we were very happy with their **progress**. We would like to train more staff again this year in management skills and also presentation **skills**.

I would also like information about organizing courses at our company for groups of employees. Can you also send me any details of the **approximate** costs for in-company training?

I look forward to hearing from you.

Yours sincerely
Sylvia R. Nunan
Human Resources

3 Match the words in **bold** in the letter to definitions 1–5.

- 1 improvement / advancement: _____
- 2 abilities: _____
- 3 information about something: _____
- 4 not 100% accurate, but close to it: _____
- 5 politely ask for something: _____

4 Find a phrase in the letter that does the following.

- 1 Introduces the reason for writing:

- 2 Asks the person to send something:

- 3 Explains what the writer wants:

- 4 Asks for extra information (find two phrases):

- 5 Talks about future contact:

5 Work with a partner. Write one sentence for each of the following situations. Begin your sentence with the words in *italics*.

- 1 You want information about a job you saw in a newspaper advertisement.
I am writing to

- 2 You want a new brochure from your supplier.
I would like

- 3 You need the air tickets from your assistant.
Please

- 4 You want a sales report from a colleague.
Can you

6 Write a letter to a conference centre. Your company wants to hold a sales conference. Ask for information about the following. Remember to use the phrases in 4 in your letter.

- the conference centre (size, number of rooms, technical facilities)
- hotel accommodation and meals
- price and any discounts

7 Exchange letters with a partner. Read the letter and give feedback to your partner.