

Email writing: Student Worksheet 1

Here are two emails asking for information about summer courses. Separate them into two different emails, then put the lines in each email in the correct order.

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Subject: Request for information about summer courses

..... ✂

Subject: Hello!

..... ✂

Hi Jack!!!

..... ✂

Dear Mr. Jones,

..... ✂

How many lessons/week? Is there any extra stuff after school, SO I CAN MEET SOME COOL PEOPLE? How about trips?

..... ✂

5. Do you do any trips to other towns in the UK?

..... ✂

My name's Jaana and I'M FROM FINLAND!!! I bet you haven't had students from here B4 ;-) ;-)

..... ✂

1. Do you do a course for university students which helps them with their essay writing skills?

..... ✂

Best regards,

Jaana Nikkinen

..... ✂

Probably cos I just like watching films most of the time instead of studying. I really wanna be a film director and live in Hollywood so I have to watch as much as possible to get ideas for my movies.

..... ✂

3. What sort of accommodation do you offer?

..... ✂

Actually, don't tell anyone, but I'm actually quite a good student? but if anyone found out, my reputation would be ruined, so shhhhhh!)

..... ✂

I'm a university student from Finland and I'm writing to get some information about your language courses this summer. I've got a few questions:

..... ✂

BTW do u do courses for uni students?

..... ✂

Give me all the info you can, man.

..... ✂

2. How many hours a week are the courses?

..... ✂

That's probably coz we're so amazing at languages that we don't need any xtra help? except me – I need all the help I can get!!

..... ✂

I'm hoping to come over in June, so if you can get back to me as soon as possible, it would be great. Thanks for your help.

..... ✂

Jaana (although all my mates call me Jakki!!)

..... ✂

4. What after-school activities are there?

..... ✂