

Date \_\_\_\_\_

From the **Milestone Portfolio**, page 27

	This is my target (date)	I can now do this with help.	I can now do this without help.
Write a short letter requesting information.			

**New word.**

Request (noun, verb)

- *to ask for something – example – you are **requested** not to smoke in public in Ireland.*

- Who writes to you in English?

My social welfare officer writes to me in English.

- When do you write letters in English?

I write to the British Embassy to ask for a visa application form.

- What things do you find in most letters?

1. The date.

Look at the examples of letters and then answer the questions.

<p>A</p> <p>Dear Mr Costello,</p> <p>I would be very grateful if you could telephone this office and change your appointment as soon as possible.</p> <p>Once again many apologies for any inconvenience caused and we look forward to hearing from you.</p> <p>Yours sincerely</p> <p>Dr B. Hubbard</p>	<p>B</p> <p>Dear Mrs Hilton,</p> <p>Thank you for your application to open a bank account with AIB. Unfortunately, you did not complete the appropriate paper work and we would be very grateful if you could arrange a time to visit us again as soon as possible.</p> <p>Please bring proof of income and proof of address.</p> <p>Yours sincerely</p> <p>J.L. Lawlor Assistant Manager</p>
<p>C</p> <p>To Whom It May Concern:</p> <p>If you would like a reduction in your fuel expenditure this year please contact E.S.B as soon as possible.</p> <p>You may be entitled to up to 15% reduction. Telephone your nearest office NOW.</p> <p>Tony Williams E.S.B District Manager</p>	<p>D</p> <p>Dear sir/madam</p> <p>Thank you for your interest in this company. Unfortunately we do not have any current vacancies but we will keep your C.V on file and contact you for an interview should any vacancies occur.</p> <p>Once again, many thanks for your interest.</p> <p>Yours faithfully, Andrea White Senior Public Relations Officer</p>

Questions

1. Who wrote letter A?
2. Who wrote letter B?
3. Who wrote letter C?
4. Who wrote letter D?
5. Who received letter A?
6. Who received letter B?
7. Who received letter C?
8. Who received letter D?
  
9. What must Mr Costello do next?
  
10. What must Mrs Hilton do next?
  
11. What must the receiver of letter C do next?
  
12. What must the receiver of letter D do next?

*Work in a small group.*

*Write two short letters requesting information. You choose.....*

- a. Write to your social welfare officer and ask if it is possible to change your signing on day and time because of English class.*
- b. Write to your son's school and ask for an appointment to see either his teacher or the head teacher.*
- c. Write to the British Embassy and ask for a visa application form.*
- d. Write to a college and ask for information about a course and an application form.*
- e. Write and ask for a job application form.*
- f. Write to \_\_\_\_\_ and ask for \_\_\_\_\_*  

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Practice letters.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for practicing writing letters.