

E-mail correspondence

TASK 1 Read the following e-mails sent to academic staff and consider the best subject for each letter.

1. Dear Dr. Radley,

This is Brad Johnson from your History 101 class. I'm sorry for missing class last Thursday, but I had a family emergency that I needed to attend to. I regret missing your lecture, and I'm hoping that you might be able to give me notes for the material I missed. If you are unable to give me notes for the material, is there another student in your 101 class that you might be able to direct me to who could help instead?

I would greatly appreciate any help you might be able to give me.

Yours sincerely,

Brad Johnson
HIST101, Section 2

2. Dear Dr. Jennings,

This is Cassandra Ingalls. I'm currently in your Communications 190 class, but I've taken additional classes of yours in the past, all of which have been very informative. Recently, I decided to switch my major to Communications, and I was hoping you might be willing to become my advisor. I realize that you must already have plenty of other students you are in charge of, but since your classes are part of the reason I decided to switch majors, I thought I would ask you first.

Please let me know at your earliest convenience if you would be willing to become my advisor.

Thank you very much,

Cassandra Ingalls
COMM190, Section 1

3. Dear Professor Smith,

This is Jenna Schwartz from your CHEM255 class. A few other early Chemistry majors and I were planning on meeting for lunch at noon on Thursday to become better acquainted and discuss our experiences in the department thus far. We would love it if you could join us. If Thursday at noon doesn't work for you, is there another time that might?

Thanks for your consideration.

Best regards,

Jenna Schwartz

Task 2 Identify eight words or phrases in Raquel's letter below that are too informal or inappropriate for a letter of application. Replace them with a-h.

Dear Ms Jordan,

I am writing in response to your advertisement in the Daily News for the Post-Graduate Diploma in English Literature. I want to apply for a place on the course that starts on 15th September.

I am 22 years old and I have just done a degree in English Language and –literature at Madrid University, which I passed with distinction. While at university I specialised in 19th century literature. Now I would very much like to increase my knowledge of 20th century literature.

I have visited Britain a few times and went to summer language school in Oxford. I can read and write English very well, and I am keen to continue my studies in Britain to improve my skills.

Here's my CV with lots of information about my qualifications and work experience. I look forward to getting a reply.

Yours sincerely,

Raquel Gonzales

enc. CV

- a) greatly appreciate
- b) I enclose
- c) completed
- d) attended
- e) on a number of occasions
- f) hearing from you
- g) I would like to
- h) full details of