

Writing skills practice: A more formal email – answers

Answers to A more formal email – exercises

Preparation

1. True
2. False
3. False
4. False
5. True

1. Check your writing: gap fill – indirect questions

1. when the course starts?
2. if I need to do a level test. **OR**
whether I need to do a level test.
3. how much the course costs?
4. if you have native teachers? **OR**
whether you have native teachers?
5. when your courses begin.
6. the accommodation is near the school.
7. how many students are in each class?
8. which book we will use?

2. Check your writing: gap fill – useful phrases

1. Dear
2. in
3. to
4. if **OR** whether
5. would
6. costs **OR** is
7. grateful
8. forward
9. hearing
10. sincerely