

Writing part 2 e-mail

Difficulty level: [B2](#) /Upper Intermediate

You are keen to study English in London. Read the school advertisement and the notes from your teacher. Then write an email to Mr Williams at the Big Ben Language School asking for details.

Language courses in London at the Big Ben School of English

Our well-equipped school offers English language courses in the heart of London. The school has a friendly atmosphere and organises a full range of sporting and social activities as well as excursions out of London. The school is conveniently located near the museums and the river. Accommodation can be arranged with carefully selected British families.

Contact Jim Williams by email (jw@bigbenschool.org.uk) for further details.

When you write to the school make sure you find out:

- how many students there will be in the school and in each class
- what qualifications the teachers have
- what resources the school has
- what is included in the price
- what amenities there are in the area

Type in words from the text and click on 'Guess' or press ENTER. (Score +1 per correct word)

Click on any gap to see the word. (Score -1 per word)

You may want to **see the text** before you start. (Score -10 to see the text)

Email to a language school

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_____ ?
_____, _____

_____ ? _____ ? Are _____
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_____, _____ ?

_____ ,

Dear Mr Williams ,

I saw your advertisement for language courses in London and I am writing to find out more about the courses you offer . I am thinking of attending a course for two or three weeks in August . Could you please send me more information and details of prices ?

I would particularly like to know how many students attend the school , and how many students there are in a class . I'd also like to know what resources the school has . For example , is there a library where I can study in the evenings ? Could you tell me something about the staff ? Are they all qualified teachers ?

I would be interested in having more details of the social and sports programme . Are the activities included in the price of the course ? Could you tell me about the cost of accommodation too ?

Also , can you tell me what amenities there are near the school ? For example , is there a park or cinema nearby ?

I look forward to receiving your reply .

Regards ,