A) PISNI SESTAVEK (V ENI OD STALNIH SPOROČANJSKIH OBLIK)

FORMAL LETTER – REQUEST / ENQUIRY

Level B1 · 10 exam-style tasks

Note on salutation. If the task **names the addressee**, begin *Dear Mr/Ms + surname* and end *Yours sincerely*. If it gives **only a company or office**, begin *Dear Sir or Madam* and end *Yours faithfully*. Set out your address and the date, and the recipient's details, in the correct places. Your name is **Dominik(a) Novak**.

Task 1

Letter of enquiry

You have seen an advertisement for a two-week summer English course in Brighton. You would like more information. Write to the information officer, Ms Hall.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing and where you saw the advertisement
- ask about the price and what it includes
- ask about accommodation and start dates, and request a brochure

(20 points)

Task 2

Letter of enquiry

You want to join a local football club and need information before you do.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about training times and fees
- ask what equipment you need

(20 points)

Task 3

Letter of enquiry

You are interested in a dance class advertised in your town.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about levels and prices
- ask when the classes take place

(20 points)

Task 4

Letter of enquiry

You have seen a guided city tour advertised and would like details. Write to the tour operator, Mr Nolan.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about the price and the duration
- ask about group size and the languages used

(20 points)

Task 5

Letter of enquiry

You would like to attend a summer art workshop and need more information.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about dates and cost
- ask what materials are provided and request a brochure

(20 points)

Task 6

Letter of enquiry

You want to rent a bike for a holiday and need some information.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about prices and sizes
- ask about opening hours

(20 points)

Task 7

Letter of enquiry

You have seen a cookery class advertised. Write to the organiser, Ms Kerr.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about the price and the menu
- ask about dates and levels

(20 points)

Task 8

Letter of enquiry

You would like to visit a theme park with friends and need information.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about ticket prices and discounts
- ask about opening times

(20 points)

Task 9

Letter of enquiry

You are interested in a music summer school. Write to the coordinator, Mr Adeyemi.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask about instruments and levels
- ask about dates and fees, and request a brochure

(20 points)

Task 10

Letter of enquiry

You have seen an advertisement for a volunteer beach clean-up and want to take part.

Write a **letter of enquiry** of **120–150 words** in which you:

- say why you are writing
- ask when and where it takes place
- ask what you should bring

(20 points)