

Emails about studying in the UK

Learn how to write an email to find out about language courses in the UK.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Write the phrases in the correct group.

Dear Susan, Thank you for your help.	Hi Susan, Dear Sir or Madam,	Regards, I look forward to hearing from you.	Best wishes, Dear Ms Colworth,
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Starting an email	Ending an email

Emails about studying in the UK

From: Simona Reggia

To: City Language School

Subject: Courses in August

Dear Sir or Madam,

I have seen your website and I would like to know more about your English courses.

I am interested in taking a two-week course in August. Are there any places available, and what are the start dates?

Also, do you have any accommodation for those dates?

Thank you for your help.

Regards,

Simona

From: Susan Colworth, City Language School

To: Simona Reggia

Subject: Re: Courses in August

Attachment: accommodation_info.pdf

Dear Simona,

Thank you for your interest in our courses.

Courses

- Yes, we have places on all our August courses.
- Start dates are 7, 14 and 21 August (Mondays).

Accommodation

- Yes, we have rooms for students near the school. I am attaching some more information, photos and the prices.

Which course would you like, and which start date? If you would like accommodation, please let me know soon, as it is very popular.

Feel free to email me with any other questions.

Regards,

Susan Colworth
Course Administrator
City Language School

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Tips

1. If you don't know the name of the person you're writing to, write *Dear Sir or Madam*.
2. If the person who wrote to you gave you their first name, you can use it. *Hi* is less formal than *Dear*.
3. To reply to someone's email, start with *Thank you for your email / your interest / the information*.
4. Say *I am attaching ...* or *Please find attached ...* to tell someone what you have attached to the email.
5. Finish with *Regards*, and your name.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. Simona is writing to Susan for the first time.	True	False
2. She wants to study for a month.	True	False
3. She also needs somewhere to stay.	True	False
4. Simona can start any day in August.	True	False
5. Susan has attached more information about accommodation.	True	False
6. Simona can ask Susan more questions by email.	True	False

Task 2

Complete the sentences.

Thank	have	attaching	email
let me know	taking	Are	know

1. I would like to more about your English courses
2. I am interested in a two-week course in August.
3. there any places available?
4. you for your help.
5. We rooms for students near the school.
6. I am some more information, photos and the prices.
7. If you would like accommodation, please soon.
8. Feel free to me with any other questions.

Task 3

Match the replies (a–e) with the sentences or questions (1–5).

Questions

1. Do you have any places on your course?
2. What are the start dates?
3. Do you have accommodation?
4. I am interested in taking a course.
5. What will we study on the course?

Replies

- a. Please find attached more information about the lessons.
- b. Yes, we offer single and double rooms.
- c. Courses start on 7, 14 and 21 August.
- d. Thanks for your interest in our courses.
- e. Yes, we have three places available.

Discussion

Would you like to study in the UK?

Answers

Preparation task

Starting an email	Ending an email
Dear Susan, Dear Ms Colworth, Hi Susan, Dear Sir or Madam,	Thank you for your help. Regards, Best wishes, I look forward to hearing from you.

Task 1

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

Task 2

1. know
2. taking
3. Are
4. Thank
5. have
6. attaching
7. let me know
8. email

Task 3

1. e
2. c
3. b
4. d
5. a