

## English for Emails

### Unit 6: Enquiries

#### Task 1

Complete the questions with the appropriate question words.

How often / How many / What /  
How far / Who / What time

From: Mercy Okolo  
(mercy\_okolo@nigeria\_education.net)  
To: Angela Jones  
(angela.jones@stancliffschool.org.uk)  
Subject: School partnership

Dear Angela,  
Thank you for your email. The children at my school are learning about schools in the UK and other countries. I have some questions about your school.

1. \_\_\_\_\_ is the head teacher?
2. \_\_\_\_\_ subject do you teach?
3. \_\_\_\_\_ pupils are there at your school?
4. \_\_\_\_\_ in the morning does your school start?
5. \_\_\_\_\_ from school do the children live?
6. \_\_\_\_\_ do the children play sports at school?

Can you let me know? I look forward to working with you.

Best wishes,

Mercy

Mercy Okolo

Head Teacher – Government Secondary  
School – Abuja, Nigeria

#### Task 2

Choose the correct preposition for the gaps in the email below.

From: Raj (raj.kumar@stancliffschool.org.uk)  
To: Victor Obinna (Victor1997@yesmail.ng)  
Subject: RE: pictures from my school

Hello Victor,

Thanks for sending me the pictures of your school and your friends. My school in England is very different! I want to ask you about your school. Here are my questions.

1. I play cricket in the school team. What sports are you good \_\_\_\_\_?  
a) in  
b) with  
c) at
2. I hate maths but I love English. What subjects are you interested \_\_\_\_\_?  
a) in  
b) to  
c) on
3. In IT, we're learning how to make a website. At your school, what are you learning \_\_\_\_\_?  
a) about  
b) on  
c) at
4. My brother and I walk to school together every day. Who do you go to school \_\_\_\_\_?  
a) to  
b) from  
c) with

5. My flat is by a road with lots of cars.  
What is your home \_\_\_\_\_?  
a) next to  
b) out of  
c) away from

Can you let me know?  
Bye for now! Raj

### Task 3

Complete the emails with the appropriate questions.

Could you let me know the address? /  
Could you let me know your arrival time? /  
Could you let me know your availability? /  
Could you let me know the price?

- Dear Mr Roberts,  
I will come and collect you from  
London Heathrow Airport next  
Tuesday. \_\_\_\_\_  
\_\_\_\_\_ I look forward to  
meeting you next week.  
Regards, Sheila Fiston
- Hello again Atoshi,  
I would like to post the documents to  
your office, but I do not have your  
work address. \_\_\_\_\_  
\_\_\_\_\_ As soon  
as I have it, I will send them to you.  
With thanks, Jose Gutiérrez
- Dear Mrs Haniss,  
We would like to offer you some part-  
time work next  
term. \_\_\_\_\_  
\_\_\_\_\_ Are you free on Thursday  
mornings?  
I look forward to hearing from you.

Yours truly,  
Ruth Gaddon (Head Teacher)

4. Dear Sir or Madam,  
I would like to book a meeting room  
for 25 people (including 2-course  
lunch) on January 4 next year.

\_\_\_\_\_ Can you offer us a  
discount? With thanks in advance,  
Lin Mo  
Marketing Executive, Star Properties

### Task 4

Indicate whether the questions are correctly  
formed or not. (Hint: four are correct and five  
are not.)

- What time the meeting starts  
tomorrow?
- Where do you work?
- How many people work in your  
office?
- What you doing after work tomorrow?
- Could you let me to know the date of  
the conference?
- Which train are you arriving on?
- What terminal my flight goes from?
- Could you please let me know the  
web address?
- What time will being convenient for  
you?

## Answers

### Task 1

1. Who is the head teacher?
2. What subject do you teach?
3. How many pupils are there at your school?
4. What time in the morning does your school start?
5. How far from school do the children live?
6. How often do the children play sports at school?

### Task 2

1. c) at
2. a) in
3. a) about
4. c) with
5. a) next to

### Task 3

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Regards, Sheila Fiston
2. Hello again Atoshi,  
I would like to post the documents to your office, but I do not have your work address. Could you let me know the address? As soon as I have it, I will send them to you.  
With thanks, Jose Gutiérrez

3. Dear Mrs Haniss,  
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### Task 4

1. Incorrect
2. Correct
3. Correct
4. Incorrect
5. Incorrect
6. Correct
7. Incorrect
8. Correct
9. Incorrect