

INFORMAL LETTERS/EMAILS

① Some English friends, Peter and Sue Hall, have written to you for advice. Their 20-year-old son, Tom, wants to get a job teaching English in your country. This is part of a letter you have received from them:

Tom's doing a teacher-training course at the moment, as you know, but he thinks he ought to learn something of the language before he comes, which seems like a good idea. He's bought a "Teach Yourself" book on the language, but we were wondering if you had any other suggestions which would help him. It's quite a while since he studied a language at school, so he'd also be really grateful for some general tips on learning a language.

Write a letter/email to Tom giving advice and any helpful suggestions that you can.

② You have received a letter from your friend, Trevor, asking for information about a health spa. Read his letter and an advertisement for the health spa, on which you have made some notes. Then write a letter/email to Trevor, using all your notes.

These exams have left me feeling exhausted. I know I laughed last year when you went to a health spa but it doesn't seem such a bad idea now. What were the facilities and food like in the place you went to? My main worry is that I might get bored. Could you let me know what there is to do there and whether you think I'd enjoy it?
Hope to hear from you soon,
All the best,
Trevor

<p>4-star accommodation set in spectacular mountain scenery</p> <p>lovely walks</p> <p>For your entertainment:</p> <ul style="list-style-type: none">• Games room• Cinema• Full programme of evening activities <p>Give some examples</p>	<p>Regain your health with the help of our excellent facilities and fully qualified staff.</p> <p>38° - Wonderful!</p> <ul style="list-style-type: none">• Saunas and jacuzzis• Outdoor thermal pool• Fitness gym• Vegetarian food <p>Good, but...</p>
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③ You have received this letter from your English speaking penfriend, Anne. Read the letter and the notes you have made and reply to her.

Hi!

I've got together with six of my friends from college and we are hoping to travel to your country for about two weeks for a holiday. Can you give us some help, please?

Tell her why and suggest

We'd like to know when the best time to visit your country is. Also we want to meet people our own age (17-18), what's the best way to do this?

Suggest . . .

Advise

We don't want to carry too much stuff, so can you tell us what clothes we should bring?

Thank her

And while we're there, would you like to join our group and travel round with us? I think it would be great fun, don't you?

Many thanks and looking forward to hearing from you.

Anne