#### PRE-INTERMEDIATE UNIT 2

### starting and ending an email

## speakout WRITING TIP

When you write an email to someone you don't know, for example when you answer an advertisement for a job, it's important to use formal language. We use fixed expressions to start and end emails which are different depending on if the email is formal or informal. For example, *Dear Mr Brown* is formal but *Hi Jim* is informal.

- Read the job advertisement and answer the questions.
  - 1 Who is advertising?
  - 2 What is their business?
  - **3** Who are they looking for?

# AREYOU A GOOD COOK?

- Simon's Place is an important restaurant group in the United Kingdom, with a reputation for fine food.
- We are looking for young people who want to work in our kitchens.
- Write to Andrew Duncan at felicity@simons.co.uk.
- Read the answer to the job advertisement and answer the questions.
  - 1 Why is Anthony writing?
  - **2** What is he doing at the moment?
  - 3 Is he a good cook? How do we know?

To felicity@simons.co.uk

Dear Mr. Duncan,

I am writing about your advertisement for people to work in your kitchens. At the moment I am working in a local restaurant in my home town. I am a very good cook, and all our customers are very happy with the food.

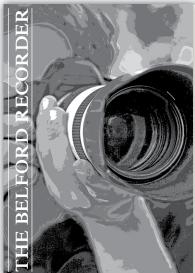
I look forward to hearing from you.

Best regards,

Anthony Dell

#### **3A** What word(s) does Anthony use to ...

- 1 begin the email?
- 2 say why he is writing?
- 3 ask for an answer?
- 4 say goodbye?
- **B** Match the informal and formal expressions.
  - 1 Hello Andrew,
  - 2 It's about ...
  - 3 Speak soon.
  - 4 Cheers,
  - a) I look forward to hearing from you.
  - **b)** Yours sincerely,
  - c) Dear Sir,
  - d) I am writing about ...
- 4 Write a reply to the job advertisement. Write 60–80 words.



# Do you take good photos?

The Belford Recorder is the local newspaper for the area of Belford.

We are looking for a photographer who can take good sports photos.

Write to David Parker at dparker@belford.com.

#### Plan your writing

Think about the job and why you are a good candidate.
 Say why you are writing, what you are doing now and what makes you ideal for the job. Remember to use formal language.

#### **Check your writing**

- Have you used formal language?
- Did you check your grammar and spelling?
- · Did you find any mistakes?