

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.

1 Read the job advertisement and answer the questions.

- 1 Who is advertising?
- 2 What is their business?
- 3 Who are they looking for?

ARE YOU 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.

2 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?