# Feedback writing exercises

1. Gil

Dear Sir or Madam

My name is Gil Keuninckx.

I have recently noticed that your school provides an evening study course in accountancy and I am highly interested in following these.

However I do have some questions about  the course and hope you could explain them to me. First of all I, would like to know if there are any available places left, when and where  the classes are and how often they are. Furthermore, is this course expensive? How much would it cost me to follow this course? Finally, do you need any information of me before I have the opportunity to register for this course?

Sincerely

Gil

This informal email is the follwing

Dear Robin

Long time no seen buddy, it’s been since your last party, you remember? It was a blast…  Talking about the party, I remember bringing those wine glasses to your party but I haven’t received them back yet and I have a little party of my own this Saturday, kinda like a family meeting so I was wondering I ‘d get my glasses back since I really need them. I hope we can meet up this week so I can get them back.

Best of Luck

Gil

1. Brian

Dear Sir or Madam,

As I am highly interested in taking an evening study course in accountancy, I am

writing to enquire more information about the course.

First of all, the most important question I would like to ask you is if there are

still spots available for this course. If so, where and when would this class take place?

I also would like to know how much taking this course costs and how the payment will have to

be made. Last of all, am I required to provide you with personal information before I am

able to register for this course?

I hope to receive a response as soon as possible.

Yours faithfully,

Poncelet Brian

b)

Dear Rachid,

I haven't heard from you in quite a while! I am writing to you about the

wine glasses I lent you for that party last year.

Because I'm also throwing a party next week, could you return the wine

glasses to me as soon as possible? I really need them since there are some

'important' people from work coming and I want everything to seem a little bit

fancy.

Hope to hear from you soon!

Kind regards,

Brian

1. Arno

**a.**

Dear Sir,

I’m interested in taking an evening study course in accountancy at your collage. By writing this letter I hope I could get some more information about the course.

I would like to know how often a class takes place, but also where and when it takes place.

Is there still a place available, so I could take the course? How much will it cost me if I do decide to take the course and how can I pay for it if I do?

Does your college need any information from me before I can register myself for the course?  
  
I hope to hear from you as soon as possible

Yours sincerely,

Mesotten A.

**b.**

Hey,

You’ve probably just forgotten about ‘em but do you remember that set of wine glasses I’ve lend to you last year? Well, I’ll soon be having a party at my place and I really need those glasses back asap!

So could u please mail me back or text me? Thanks!  
  
See you soon!

Greets, Arno

1. Robin

Dear Sir or Madam

*I am Robin Lycops and I am currently studying informatics with interests in accountancy because it might come in handy to assist companies with problems which are related to accountancy. But* however I do have a few questions about the evening course at the college.

First of all I would like to know if there are still available places in the evening course in accountancy. If there are places available could you also inform me about when the class takes place including how many times it takes place a week and where the class exactly is? Furthermore, how much does the class cost and how must it be paid? And finally is it necessary to provide my information to the college before I can register myself for the course?

 ,

Thank you for your help.

Yours faithfully

Robin Lycops

The informal mail is the following:

Hello my friend

Last year I’ve lent you my wine glasses for a party but I didn’t get them back yet. So could you give them back to me because soon I’m having a party and I really need them back.

Hope to hear soon from you. Already thanks my friend.

Best wishes

Robin

1. Ilir

a)

Dear Sir or Mrs

My name is David Rama I have heard many good things about your college and I would like to apply for an evening course in accountancy if is still possible and also I would like some information about the course first.

I would like to know when classes would start and how often the classes are due to the fact it is an evening class I want it to fit it in my workschedule.

Secondly I want to know if th​ere is still available places otherwise this enquiry is pretty useless at the moment of writing. If there are still places available where is the class located so I wont arrive late looking all over campus or in the building for my class.

I would also like to know how much the course will cost and in what way you need to pay, if I need to pay cash or card in one time or spread during the course.

If there are any question from your end I will gladly answer your questions if you have any

Best regards

David R

 b)

Hey budd how are things im sorry to bother you with this but do you remember the party u held few weeks ago.

I lent u a set of wine glasses and haven’t gotten them back yet. You probably forgot about it so it is no problem but im holding a party soon so would it be okay if I come by to pick them say this Saturday if you have nothing to do

You are obviously invited to come to the party, I will let u know when the party is when I come by, let me know if I can come by this Saturday or any other day I can come by to pick the wine glasses up.

See you soon bud

1. Jerome

Dear person,

My name is Jerôme and I was intresting in your course for accountacy.

I heared that the klass is full, is it still possible join the class?

Where does the class take place?

I was also wondering how the study cost, and do you need any information of me?

Kind regards,

Jerôme

**B)**

Heey,

Can I come Friday take the wine glasses back for my party?

See you later

1. Pieter

Dear Ms,Mr

I am Pieter Swennen and i am interested in an evening study course in accountancy.

After some research about the course accountancy i found out your college. If there is place available, i would like to join this course.

Before i register, i would like to have some more information. When is the class and how often? Also i would like to know where the class is.

Finally i need to know how much this course cost and how i can pay for it.

Do your college need information from me before i can register?

Thanks in advanced for your time!

Yours faithfully

Pieter Swennen"

1. Ybe

Dear Sir or madam,

 My name is Spapen Ybe from Neerpelt, Belgium, and I’m interested in taking an evening study course at your college.

Are there still places available, because I heard there are still some places left but don’t know how much. If there are still places available how much does it cost and can I pay with Visa or Mastercard?  
  
Do you need any information from me? If so, what information is needed to register or the course.

Also I like to know when and where these classes takes place.

Yours sincerely,  
  
Spapen Ybe

**b)**

Hey,

 I wonder if you still have the glasses I lend you for the party about a year ago. I’m having some party in about a week, and I really need them, your invited.  So if you still got them please let me know something.

1. Cedric

Dear Madam or Sir

 I hereby inform you that I’m willing to attend the evening study course in accountancy.

I’m hoping you could give me some more information.

Before I can attend the classes is it required for me to give personal information?

Furthermore, how much does it cost to attend the course and what are the payment options. Are there still places available, if so when, where and how often are the classes?

 I thank you in advance.

 Kind regards,

Cédric De Dycker

b)

Dear Hans

 Next Saturday I’m giving a gig and I was hoping you could come as well. We’ll have a great time!   
I was wondering if you could bring the quite expensive set of wine glasses, the one I’ve lend you for your last party, with you because we will have some female friends joining us.  
You know they like to drink a nice glass of wine.

I look forward to your response.

Kind regards,

Cédric

1. Martijn

Dear Sir or Madam

My name is Martijn Haans and I’m currently a student of the PXL. I am following Informatics but I am also interested in the course of accountancy. Before I want to follow the course I want to know some questions about the evening course.

First I want to know if there are any places available , and I am a student so I want to know when the course is taking place so I can see in my schedule if it fits.

Secondly I want to know how much the course cost and how I have to pay because I have to pay it by myself.

At least I want to know is if you need some information about myself before I can register le for the evening course of accountancy.

I look forward to hearing from you.

1. Clarisse

For the attention of the …

Dear Sir or Madam

I have heard a lot about the various courses offered by your college. The official website of the college gives a lot of guidance and help to students who want admission. While going through courses, I came across an evening course in Accountancy. That really interested me as I would love to be an accountant.

But before enrolling I have a few questions which I would like to be answered. When does the class start and how often does it happen? Is there a schedule or timetable that I can get? Where is the class held?  Are there any place left for enrollment? How much are the tuition fees and what is the  paying process?

I would like to ask you to send me the detailed information as these details are not available on the website and  I would also be grateful if you could tell me if there are entry requirements and if so, could you also join them in your answer?

You can send me information on my email address [Clarisse.Nshuti@student.pxl.be](mailto:Clarisse.Nshuti@student.pxl.be). This will be great help for me.

 I look forward to your positive reply.

Yours faithfully

Clarisse Nshuti

**letter b.**

Dear friend

I hope this letter finds you in the best of health and spirits. I am also doing fine here. It has been a very long time since we met or wrote to each other. So I thought of penning down a few lines to check things with you and remind u of my glasses.

Your party last year was a great success and everyone is still talking about it.  You will have to tell me your secret to organize a such successful party where everyone leaves happy and in high spirit as am organizing one sometime soon… By the way, speaking of parties, you remember the wine glasses I lent you last year? Could I please have them back asap? That would be really great ‘cause I need them  for my party.

Anyways you say what is up with you and how is work? I can see that it is keeping you really busy, as I haven’t heard from you at all.

Give my love to your husband and loads of love to you too.

Stay in touch and do write!

Take care

Clarisse

1. Rudy

Dear Sir or Madam,

I am interested in taking the IT study course which you are giving at your college.

Could you please send me more information about this course? More specific, about when and where the course is being given, and how much it cost to enroll. I would like to start the course, during the next cycle. Could you tell me if there are still places available? And if so, if I need to pre-register? If possible, could you also include the information which you need from me to register at your college?

I am looking forward to your response.

Yours faithfully,

Rudy Mas

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Dear Nico,

During my preparations for the party that I'm giving, I noticed that I couldn't find my wine glasses anywhere. I have to confess, I had completely forgotten about them, but I just remembered that I had lent them to you for the party you gave last year.

If it isn't too much of a bother, could you please return them to me by the end of next week. If it's too difficult for you to bring them, then just let me know when I can come to your home to pick them up.

Thanks in advance,

Rudy

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THIS VERSION IS FOR MY BESTFRIEND!!!

(It's just the way we talk and write to each other about stuff like this!)

John,

Yo, monkey-brains! I am planning a party and just noticed that I can't find my set of wine glasses anywhere. I remember lending them to you last year. Is it possible that you still have them? If so, could you please bring them by my home before the end of next week.

Thanks mate!

Rudy

1. Sacha

Dear Bram

I’m having a party next Tuesday and I’d love to have you there. There’s a bunch of people coming and I’m actually running short on wine glasses. Perhaps you could lend me some of yours?

Could you also bring my glasses? I left them at your place after letting you borrow them and I think you forgot about them, but it’s not really a problem. I didn’t really need them in the time being anyways but Tuesday I’ll need them. It’d be nice if you could return them to me so the party is complete.

Thank you Bram.

Greetings

Sacha

1. Tim

*Dear Sir or Madam,*

*I would like to gather more information about the evening course in accountancy your giving. More specifically about locations and prices.*

*Recently I became interested in accountancy and wanted to start a course. After intense searching and comparison I decided to choose for your college. So first of all, I would like to know if there are still places available in your class.*

*If so, I would like to know more about the costs of this course and the possible ways of payment.  Also timetables and  how often this course is given are questions I’d like to ask you.*

*In case you need any further information about myself, please feel free and contact me.*

*Yours Faithfully,*

*Tim Vanhamel*

1. Max

Dear Mr Matthiessen,

I’d like to ask some questions about the evening course in accountancy, I would be grateful for any answers you could give me.

First I’d like to know when the class is taking place, and how often? Is it weekly, two times a week?

Where does the class take place? Is it at campus, and in which classroom?

What would these lessons cost and how would I pay for it?

Lastly, are there still places available? If so, what information do you require from the students that want to register for that course?

Thanks in advance,

Kind regards,

Max Geron

Student

b)

120 Kroonwinningstraat  Hasselt  Belgium                                                                                    Tel: 0412345678

Jules Jordens

Langveldstraat 26

3500 Hasselt

Belgium

Dear Jules,

I’m hosting a party next weekend. Do you remember last year when I lent you those wine glasses? I could really use them for the party. Do you think you could return them before next weekend? I’d appreciate it!

Thanks in advance,

Regards,

Max

1. Evi

Dear Sir or Madam

My name is Evi Van Looy, I am interested in taking an evening study course in accountancy.  
I have been looking for a while and this class is the one I like the most.

Therefore, I would like to know the hours and dates for the class and how many times I would have to be present in a week. I really hope there are still places available. However, it is necessary for me to know how much it will cost and how I will have to pay.

Would you like me to send you my personal information or is that not necessary to attend the class?

I look forward to hearing from you.

Yours faithfully

Evi Van Looy

And the informal one:

                                                                                                                                                                                                                5 March, 2015

Dear Emma

How are you? Do you remember your party from last year? It was an amazing party!

I lent you my set of wine glasses for that party. But I think that I haven’t got them back yet. Could you please look if you still have them. Because I will be having a party soon and I need them for it.

Love

1. Kevin

Dear Sir or Madam

My name is Kevin Dominguez and I am a student of the PXL. Currently I am following informatics, but I am also interested in the evening course of accountancy. But first I would like to have a few questions answered around the course.

I firstly want to know if there are any places available for the course, and because I am still on school I would also like to know when en where the class takes places so to see it fits in my schedule.

Secondly, how much does it cost and how do you pay. Do you need to pay monthly or all at once?

Finally are you required any information of me before you can register me for the course.

I look forward to hearing from you.

Yours sincerely

Kevin Dominguez

Student

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Dear Martijn

I lent you last year some of my wine glasses for a party and I need them back for next week.

Please send me a message if  you’re available to bring me my wine glasses.

See you soon

Kevin

1. Dries

Dear Sir or Madam

I am interested in following a study course in accountancy at your institution.

Could you please send me more information about the course.

Are there still places available in the course and if not when would more become available?

Where and when do the classes take place ?

What are the costs associated with the course and how does the payment need to made?

Which personal information and documentation does your institution require for registration ?

Thank you for your time.

I look forward to hearing from you.

Yours faithfully

Dries Donné

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Hello John

I am sending you this email because I have a urgent request.

Last year I lend one of my sets of wine glasses to you. The ones with the really big engraved rose on them.

Next week I am holding a party at my home and I would really need those glasses back before the party.

Can you send me a message when you can bring them to my home.

Best wishes

Dries Donne

1. Sven

Dear Sir, Madam,

My name is Sven Quintens, I am a first year student at the IT department of PXL. I am writing this to get some information about a course I am thinking about to do.

The course I am thinking about to do is game development. I was wondering if you could send me some information about this course? I would be grateful if you could tell me when the class and how often the class is? Is it still possible to follow the classes or are they already full? Also I would like to know where the class will happen. I was wondering if you could tell me how much the course costs and which possibilities are available to pay the course?   
If there is any information needed to register for the course, just send me an e-mail.

I look forward to hearing from you.

Yours Sincerely,

Sven Quintens

**B)**

Dear Friend

Last year I have lent you some of my wine glasses. At the moment I haven’t got them back, so I was wondering if you have them still with you? Because I have soon a party myself and I would like to use them for the party.

I look forward to hearing from you.

Yours faithfully

Sven Quintens​

Groeten

Sven Quintens

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