KOLEJ UNIVERSITI TUNKU ABDUL RAHMAN FACULTY OF SOCIAL SCIENCE AND HUMANITIES DEPARTMENT OF LANGUAGES

# BJEL1723 ACADEMIC ENGLISH WRITING (EMAIL)

**Semester 1 – 202309**

# Instruction to students

Read the following email and answer the question that follows.

You are Mr Zaid Ali, the Head of English Language Department from the University of Unitas. You received an email from the representative of a group of students enquiring about the English Language Camp organised by your department.

Dear Mr Zaid

I am writing this email on behalf of my coursemates regarding the English Language Camp to be held in January next year. We would like to request for some further information about the language camp.

Firstly, we would like to know about the duration of the language camp and the estimated fees for students. This will help us to arrange for our transportation and accommodation in Kuala Lumpur since it is held during the semester break.

Next, I would like to know if the registration fee for the workshop is inclusive of food for the participants since it is not mentioned in the flyer. Some of us are vegetarians, so we would like to know what would be the food options available for us.

Finally, we would like to get some information regarding the activities that will be carried out during the camp.

Hope to hear from you soon.

John Pang

# Question:

In **about 150 words**, respond to the above email.

1. In your email, you should:
   * provide information about the English Language Camp and the estimated fees
   * provide **TWO (2)** details of the activities that will be carried out during the camp
   * include other relevant information
2. Your answer should be presented in the appropriate formal email format learnt in class.