

Writing

Part 2

Formal letter

Read the following Part 2 instructions and do the related tasks in **A–C** below.

This is part of a letter from a teacher who will be staying in your area with a group of foreign students next month.

I would be very grateful if you could provide us with information on any dance shows we could see during our stay. Is there one you would particularly recommend?

Thank you in advance for your help.

Yours sincerely

Ms J Appleby

Write your **letter** in **140–190** words.

A Formal and informal style

Decide which sentence in each pair, **a** or **b**, is more formal. Tick (✓) the formal sentences.

- 1 **a** I've seen every one of their shows and I'd definitely go and see this new one if I were you.
b I saw them on all three previous occasions and would certainly recommend going to see this latest show.
- 2 **a** The advert says they're strong and powerful like workmen but also really skilful tap dancers.
b According to the publicity, the show combines the strength and power of workmen with the precision and talent of tap dancing.
- 3 **a** Firstly, the popular Irish dance troupe 'Rhythm of the Dance' will be performing here for the fourth time in five years.
b To start with, there's the Irish dance troupe 'Rhythm of the Dance', who are on here again for the fourth time in five years.
- 4 **a** If you would like any further information, please do not hesitate to contact me.
b If you want any more info, just let me know.
- 5 **a** I'm just writing to tell you about some of the dance shows you could go and see with your students when you come next month.
b I am writing in reply to your request for information on dance shows which your students could see during their visit here next month.
- 6 **a** In addition, the six Australians dance on water during the performance, splashing members of the audience in the front rows.
b Also, there's a lot of dancing on water during the show and people in the front rows get a bit wet.
- 7 **a** Whichever of these shows they go to, I'm sure your students will have a great time.
b I feel certain your students would enjoy either of the shows I have described.
- 8 **a** There are loads of shows you could go to, but here are two I think they'll be especially interested in.
b There is a wide range of shows to choose from, but there are two which I believe would be of particular interest to your students.
- 9 **a** Another option which sounds enjoyable is the all-male Australian tap dance group, 'Tap Dogs'.
b Another one that sounds like it could be fun is 'Tap Dogs', a tap dance group from Australia with just men in it.

- 10 a There's the usual mix of traditional dance and music but this time apparently, they've got all the latest technology in it.
- b It includes their usual mixture of traditional dance and music, but combines it, this time apparently, with up-to-date stage technology.

B A formal letter

Informal letter: pages 14–15 of the Coursebook

Put the sentences from exercise A in the correct order to make a letter. Write the letter in the space provided. Organize the letter into logical paragraphs.

Dear Ms Appleby

I am writing in reply to your request for information on dance shows which your students could see during their visit here next month.

Yours sincerely

Rita Kuyper

C Writing task

Write your own answer to the question on page 18 or do the following task.

This is part of a letter from a teacher who will be staying in your area with a group of foreign students next month.

I would be very grateful if you could provide us with information on any concerts or musicals we could see during our stay. Is there one you would particularly recommend?

Thank you in advance for your help.

Yours sincerely

Mr K Simpson

Write your **letter** in 140–190 words.