



## INTERMEDIATE WRITING EXERCISES FOR IELTS.

### Exam question

You are interested in studying English in the UK. Read the advertisement below which you saw in an international magazine and some notes you have made in red. Write an email to Jane Black using all the notes. You should write approximately 150 words.

**Central School of English**

Come and study English at our school!

- Two-week courses for all levels
- Highly qualified, experienced teachers
- Reasonable prices
- Accommodation with host families
- Extensive social programme

For further information contact Jane Black:  
j.black@central-school.co.uk

*Can I do a three-week course?*

*How much exactly?*

*With other students or on my own?*

*More details?*

### Top Tips for writing

1. If you know the name of the person you're writing to, use *Mr* for a man and *Ms* for a woman.
2. Start by saying why you are writing or what you are responding to.
3. Use indirect questions such as *I would be grateful if you could ...* to ask for information politely.
4. Use words like *Firstly*, *Secondly* and *Finally* to order your points.
5. Use this standard phrase to finish a formal letter or email.
6. If you've begun the email with *Dear* and the name of the person, finish with *Yours sincerely*. If you have used *Dear Sir or Madam*, finish with *Yours faithfully*.

27/02/19

To: j.black@central-school.co.uk

Subject: English courses

Dear Ms Black,

I am writing in response to

Firstly,

I look forward to hearing from you.

Yours sincerely,

*CICERO*