

68 Dong Khoi St, Ben Tre city, Viet Nam

November 01st , 2011

Dear sir,

I saw your Institute's advertisement in today's edition of Đồng Khởi Newspaper.

I am interested in learning English. I would like to know more information about your institute.

I can speak a little English, but I read very slowly and my writing is bad. So I want to improve my reading and writing. Could you please send details of the courses and fees for beginner? I can supply my record of English study if necessary.

I look forward to hearing from you soon.

Yours faithfully,

Phuc Nguyen

What do you write in each part of the letter? Do the matching to find the answer.

1-Heading

2-Opening

3-Body of the letter

4-Closing

A-Yours faithfully,/Yours sincerely,

B-The content of the letter

C-Writer's address and the date

D-Dear...,



Period 25

Unit 4: Learning A Foreign Language

Lesson 5: Write

I/Vocabulary

- | | |
|-----------------------------|-------------------|
| 1-(to) request (to) ask for | ■ yêu cầu/đề nghị |
| 2-(an) edition | ■ ấn bản/ấn phẩm |
| 3-(a) detail | ■ chi tiết |
| 4-(to) supply | ■ cung cấp |
| 5-fee (n) | ■ phí, lệ phí |
| 6-(to) look forward to | ■ trông mong |

My Mom has gone away to HCM city for long. I miss her much.
I ***am looking forward to*** seeing her again.

I/Vocabulary

1-(to) request	(to) ask for	■ yêu cầu/đề nghị
2-(an) edition		■ ấn bản/ấn phẩm
3-(a) detail		■ chi tiết
4-(to) supply		■ cung cấp
5-fee (n)		■ học phí
6-(to) look forward to		■ trông mong

Period 25-Unit4-Lesson 5-Write



25LeDuanSt.,District1
HoChiMinhCity,Vietnam

April 17th 2003

Dear sir,

I saw your school advertisement in today's edition of the Viet Nam News.

I am interested in learning Vietnamese and I would like some information about your school.

I speak a little Vietnamese, but I want to learn to read and write it. Could you please send details of the courses and fees?

I can complete a spoken Vietnamese test if necessary.

I look forward to hearing from you.
Yours faithfully,

John Robinson

+Answer the questions:

1. Where did Robinson see the school's advertisement?

He saw the school's advertisement in today's edition of the Vietnamese News.

2. What language does he want to learn?

He wants to learn Vietnamese.

3. What aspects of Vietnamese does he want to improve?

He wants to learn to read and write Vietnamese.

4. What does Robinson want to know?

He wants to know some details of the courses and fees.

Lesson 5: Write

Dear Sir,

I saw your school advertisement in today's edition of the Viet Nam News.

I am interested in learning Vietnamese and I would like some information about your school.

I speak a little Vietnamese, but I want to learn to read and write it. Could you please send details of the courses and fees?

I can complete a spoken Vietnamese test if necessary.

I look forward to hearing from you.

Yours faithfully,

John Robinson

Introduction,

*I saw/heard/watched ... in the Times / the Sunflowers / on TV /on BBC,..

*I am interested in/like/love Vietnamese/ English/... and I would like some information about your school/ institute/...

Request

*I speak a little.... But I want to read/write/speak better...

*Could you.... courses/fees/timeable/ teachers/scholarship/...

Further information,

*I can complete a test/supply my school report/...

Conclusion,

*I look forward to hearing from you

*Yours faithfully,/Yours sincerely,

FOREIGN LANGUAGE COUNCIL

G/F, 12 Nam Trang Street
Study English, French or Chinese in
the morning & evening
Places available in beginner/
intermediate classes
Courses start on 3rd November

Academy of Language

Why not learn to speak a foreign
language with others?
We have well-qualified teachers
Classes in the morning, afternoon and
evening
Courses begin first week of November
Phone 8278787 for more information

TUITION

*If you want to improve your
English, we can help you.*
Our teachers offer afternoon,
evening and weekend classes for
those new to English.
Come and see us at the New
English Institute today.
We are at 108 Trang Thi Street.

- Introduction,** *I saw/heard/watched ... in the Times/ the Sunflowers / on TV /on BBC,...
- *I am interested in/like/love... English and I would like some information about your school/institute,...
- Request** *I speak a little.... But I want to read/write/speak better...
- *Could you...courses/fees/timeable/ teachers/scholarship,...
- Further information,** I can complete a test/supply my school report/...
- Conclusion,** *I look forward to hearing from you.
- *Yours faithfully,/Yours sincerely,

Suggested letter

68 Dong Khoi St,

Ben Tre city, Viet Nam

November 25th , 2011

Dear sir,

I saw your Institute's advertisement in today's edition of **Đồng Khởi Newspaper**

I am interested in learning English and I would like some more information about your Institute.

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I look forward to hearing from you.

Yours faithfully,

Phuc Nguyen