

## Tutorial 03

### Professional Writing

**Exercise:** You are interested in studying English in the UK. Read the advertisement (right) which you saw in a magazine and some notes you have made. Write an email to Jane Black using all the notes you made.

**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
- Profile oriented teaching

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

*Handwritten notes:*

- Can I do a three-week course? (points to 'Two-week courses')
- How much exactly? (points to 'Reasonable prices')
- With other students or on my own? (points to 'Accommodation with host families')
- Can it be specific to biologists? (points to 'Profile oriented teaching')

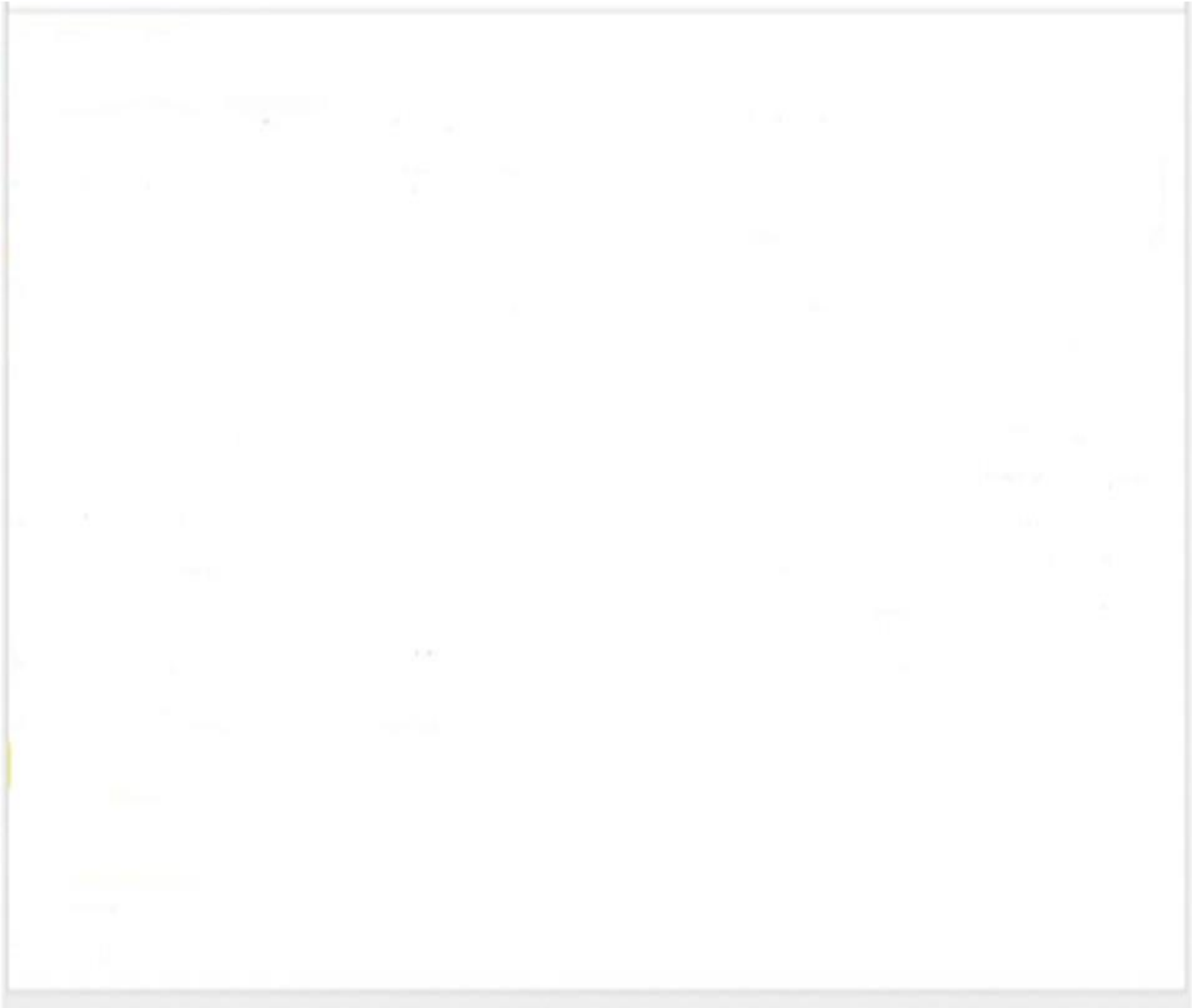
11:15

Cancel New Message Send

To:

Subject:

*Continuity of the e-mail:*



**Top tips for writing:**

1. If you know the name of the person you are writing to, use *Mr* for a man or *Ms* for a woman.
2. Start your e-mail 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 standard phrases to finish a formal letter or e-mail.
6. If you have begun the email with *Dear* and the name of the person, finish with *Yours sincerely* or *Best regards*.