

## Letters: Requesting Information

1/ Include all the relevant information using your own words.

2/ Each paragraph should deal with only one topic.

### Task 1

Read the advertisement and the two letters, then decide which model is good and which is bad, giving reasons for your answer.

Dear Sir/Madam,

I am writing to enquire about your advertisement in the September issue of *Favourite Pets* magazine. I am interested in dog obedience classes but I would be grateful if you could send me further details.

Firstly, I would like to know what breeds of dogs are accepted for the classes and whether the dog must be a certain age in order to take part. I have a six-month-old male cocker spaniel which I am anxious to train. He is very excitable and especially needs to learn how to walk without pulling on his lead.

I also require information on the cost of the course and type of payment. I wonder if it is possible to pay for it in instalments.

Another matter I need information on is the date when the course will commence and how long it is likely to last. I look forward to receiving details about the dog obedience classes. Thank you in advance for your help.

Yours faithfully,  
Kristen Miller

Dear Sir/Madam,

I was reading the September issue of *Favourite Pets* magazine when I saw an ad for your dog-training school, so I decided to drop you a line. I need some information, you see.

My puppy is only six month old. Will you accept him at this age, or is he too young? He's really sweet. It would be great if you could let me know about this.

I'm sure that after taking your course my dog will be much easier to control, so I can't wait for it to start. When exactly do classes begin and end?

I'm looking forward to your reply. Thanks a lot.

Best wishes,  
John Riley

### DOG OBEDIENCE CLASSES



Train your dog in our special classes. Register now for the autumn course.

- particular age or breed of dog?
- when classes begin and end?
- cost of the course?

### Useful Language

**Opening Remarks:** (Formal) I am writing to enquire about/ in connection with, etc.; (Informal) I want you to tell me; Can you let me know, etc.

**To introduce first request:** (Formal) Could you possibly send; I would be grateful if you could; Would it be possible for you to tell/ send me; I would appreciate some information about, etc.; (Informal) Can you send/tell me; I want to know, etc.

**To introduce further requests:** (Formal) Could you also please send me; Another matter I need information on is; I would also like some information on, etc.; (Informal) Can you also find out; I also want to know, etc.

**Closing remarks:** (Formal) I look forward to receiving; I would appreciate it if you could inform me as soon as possible, etc.; (Informal) Please, let me know; Send me the details; Tell me soon, etc.