

## **PART II FORMAL EMAIL WRITING**

### **Câu 1:**

You have looked at a website of an English center. You are interested in an English speaking course that they are going to offer next month.

**Write an email (80-100 words) to the center to request information about:**

- When the course starts and ends;
- Who the teacher is (foreign or Vietnamese)
- The course fee.

### **Câu 2:**

You have looked at a website of a travel company. You are going to book a tour for 6 people of your family to Nha Trang beach this November.

**Write an email (80-100 words) to the company to request information about:**

- how long the tour lasts;
- what activities the tour includes;
- the price of the tour.

### **Câu 3:**

You have looked at the website of an e-book store. You want to buy a number of English books as rewards for your students who have good test results during the course.

**Write an email (80-100 words) to the store to request information about:**

- how to order 100 books at a time;
- whether you can get 15% discount;
- how long it takes to have the books delivered to your school.

**Câu 4:**

You have looked at a website of a university. You are interested in an online marketing course introduced on the website.

**Write an email (80-100 words) to the company to request information about:**

- when the course starts and ends;
- what you study in this course (in details);
- the cost of the course.

**Câu 5:**

You have looked at a Japan explorer tour of a travel company.

**Write an email (80-100 words) to the travel company to request information about:**

- how long the trip lasts;
- what special activities the tour offers;
- the tour price for a family of 5 members.

**Câu 6:**

You have looked at the website of a restaurant and you are interested in the cooking course introduced on the website.

**Write an email (80-100 words) to this restaurant to request information about:**

- how long the course lasts.
- how many people there are in class.
- the cost of the course.

**Câu 7:**

You have looked at a website of an English club. You are interested in taking part in the club.

**Write an email (80-100 words) to the club to request information about:**

- the club membership fee;
- what activities the club often has;
- when the activities take place.

**Câu 8:**

You have looked at the website of a travel company and you are interested in Mekong Delta full-day tour (My Tho & Ben Tre).

**Write an email (80-100 words) to this travel company to request information about:**

- the departure time.
- the activities on the tour.
- the price of the tour.

**Câu 9:**

You have looked at the website of Ho Chi Minh City Museum. You are going to organize a school trip to this museum for a group of 45 students next weekend.

**Write an email (80-100 words) to the museum to request information about:**

- what time the museum opens and closes;
- what rules the visitors must follow;
- the up-to-date ticket price.

**Câu 10:**

You have looked at a website of a computer center. You are interested in a computer programming course.

**Write an email (80-100 words) to the center to request information about:**

- how many hours a week for both full-time and part-time studies;
- how to get the material for the course;
- whether there are any discounts for students.

**Câu 11:**

You are planning to organize a birthday party for a family member next month in a local restaurant.

**Write an email (80-100 words) to the restaurant to request information about:**

- how to make a reservation;
- whether you can reserve private room for the party;
- the menu.

**Câu 12:**

You have looked at the website of a soft-skill training center and you are interested in the public speaking course at this center.

**Write an email (80-100 words) to this soft-skill training center to request information about:**

- how long the public speaking course lasts;
- the cost of the public speaking course;
- whether you can get any discount if you register for five people at a time.

**Câu 13:**

You have looked at the website of a bakery shop and you are interested in a course on how to make cookies.

**Write an email (80-100 words) to the bakery shop to request information about:**

- when the course starts and ends;
- how to take the course (online or offline);
- the fee to take the course.

**Câu 14:**

You have looked at an online sportswear store and decided to buy some V-neck T-shirts.

**Write an email (80-100 words) to this store to request information about:**

- the size that is suitable for your height and weight;
- what colors they come in;
- how long it takes to have it delivered to your place.

## CÂU 2: VIẾT EMAIL.

Lưu ý :

- Viết thẳng hàng
- Viết hoa đầu câu hoặc sau dấu chấm.
- Khi chuyển đoạn thì viết xa ra (cách 1 dòng)
- Xác định đúng chủ đề cần nói : mọo chủ đề thường đứng sau (**interested in**)

Cấu trúc của một email

P113	2/	<b>Format of an email</b>
Greeting		Dear Sir or Madam,
Purpose of the email		I am writing to request more information about the 'Explorer's Holidays' on your website. In particular, could you provide me with more details of your next tour to Alaska?
Body of the email		Currently, the website says that you will confirm the exact dates of tours for next year in the near future. I would be grateful if you could inform me as soon as they become available.
		My second question is about accommodation. It seems to include, camping and staying in hotels, but the information on the site is not very clear. I would like to receive more details about this.
Closing		Thank you in advance for providing this information.
		I look forward to hearing from you.
Signature of the Sender		Best regards, William P Faversham

Một số câu thường dùng để yêu cầu/hỏi thêm thông tin

Requesting/asking more information

- Could you provide me with more details of ...
- I would be grateful if you could inform me
- I would like to receive
- I would be grateful if you could give me some information/ (further details) about...
- I would appreciate some information about...
- I would be interested to receive further details about...

## Một số từ nối khi dùng câu yêu cầu/ hỏi thêm thông tin

Connecting words: Specifying (chi tiết/cụ thể)

• <b>Particularly,</b>	Cụ thể,
• <b>In particular,</b>	Đặc biệt,
• <b>Specially,</b>	Đặc biệt,
• <b>To be more precise,</b>	Để chính xác hơn,

### *Ví dụ 1:*

Dear Sir or Madam,

I am writing to request more information about the trip of “South America” on your website. Particularly, could you provide me with more details of your next tour for cruises around the coast of South America?

### *Ví dụ 2:*

Dear Madam,

I am writing this email to request information about cruises around the coast of South America on the website. Specially, could you provide me with more details of your tour?

## Một số câu giải thích thông tin chi tiết mà bạn cần

- I would be grateful if you could inform me as soon as they become available.
- , but the information on the site is not very clear. I would like to receive more details about this.
- It would be great if you could provide me with this information

## Một số câu kết thúc email

Ending the email - Closing

- Thank you in advance for providing this information.
- I look forward to hearing from you.
- I look forward to receiving a prompt reply
- I look forward to receiving the information as soon as possible from you.
- Thank you for your time reading this email and considering our request.
- Thank you for your considering ...
- Thank you for considering my request

**Một số câu phát triển ý :**

- **Nếu về giá cả hay tiền bạc :** This is a large amount of money that I need to prepare.  
I hope it affordable
- **Về muốn rất cần nó để chuẩn bị:** I want to know better so I can best prepare. I need(tôi cần)

**Kết nối các đoạn theo trình tự thời gian**

<b>First/firstly,</b>	Thứ nhất
<b>Second/secondly,</b>	Thứ hai
<b>Finally,</b>	Cuối cùng
<b>At this time,</b>	Vào thời điểm này
<b>Currently/ at present,</b>	Hiện tại



**Cấu trúc:**

Dear Sir or Madam,

I am **writing to request more information about** the **(Chủ đề cần nói)** on your website.  
In particular, could you provide me with more details of **(Chủ đề cần nói)**?

**Currently**, I do not know exactly **(Câu hỏi 1)** . **(phát triển ý câu 1:kiểu khai thác ý đó ra)** . I would be grateful if you could inform me as soon as possible.

**My second question is about** **(Câu hỏi 2)** . **(phát triển ý câu 2:kiểu khai thác ý 2 ra)**.  
I would like to receive more details about this.

**Finally**, I cannot get the information about **(Câu hỏi 3)** . **( phát triển ý câu 3 :khai thác ý 3 ra)**. I hope to receive the up to date information.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

Tên bạn

## **BÀI MẪU**

**You have looked at the website of a tour company. You are going to organize a school trip to the city zoo for a group of 60 students this November.** Write an email to the company and request information about:

- how long the tour lasts.
- what activities the students can take part in on the tour.
- the up-to-date price of the tour.

### **Bài làm**

Dear Sir or Madam,

I am writing to request more information about the tour to the city zoo. I would like to organize a school trip to the zoo for a group of students this November.

I would be grateful if you could inform me of how long the tour lasts. I need this information to notify the students' parents and plan the trip.

My second question is what activities the students can take part in on the tour. The students would like to know this so that they can prepare the things they have to bring along on the tour.

Finally, I wonder how much the tour ticket is./ My last question is about the up-to-date price of the tour. This information is not very clear on the website. I would like to know whether it includes breakfast and lunch. I would like to receive more details about this.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

Tài Liệu Học Tập IT IUH