

Transaction Letter



**(LETTER ASKING
FOR INFORMATION)**

Choose the best variant:

Who is addressing you?

- ✓ *A teacher*
- ✓ *A former student of our lyceum*
- ✓ *An interpreter*

Where does she study?

- ✓ *At University*
- ✓ *At school*
- ✓ *In college*

What brunch of science does she study?

- ✓ *Foreign languages*
- ✓ *History*
- ✓ *Biology*

What is her hobby?

- ✓ *Playing basketball*
- ✓ *Dancing*
- ✓ *Singing*

What is she giving to you?

- ✓ *A New Year resolution*
- ✓ *Advice how to be successful at the exam*
- ✓ *Promise*

What advice has she given to you?

- ✓ *To read Russian magazines*
- ✓ *To write letters to your pen - friend*
- ✓ *To go to another country to rest and to communicate with teenagers*

A

Dear Sir or Madam,

I am writing in response to the advertizement about student holidays in Florida who I saw in yesturday's International Herald News. Although I am interested to the holiday, I would like and more informations.

I am 15 years old and my English are very good but I would like to improve it.

First, could you tell me where the other children will be coming from? Will they be able to speak English? What kind of acomodation will there be. I would and like to know if I must to shair a room with others students.

Could you also tell me more about how the six days will be organized? Are the trips you are referred to included in the fee or do we must pay extra?

I look forward to hearing from you,

yours faithfully,

Maria

B

Dear Mister (or Madam),

I am writing because of your notice about holidays in Floreda this summer for the young guys (and girls). You said it is a "holiday adventure" which sounds too interesting but I want more details, as quickly as it is possible. The first thing I must to ask is wear exactly Orlando is? Is it far from Florida? Is it nearby Hollywood? You talk for students from abroad – how many other students will it be and which countries they come from? Of course I have to know the bill for all this – how much! I must have these informations? Yes and how will I pay all this? I got lots of songs in English and I really go for everything American so that's why I love to coming to America. It will be my first time.

And pleease: a bit more informations –cos I need to know more.

That's all for now.,

Write soon

Best wishes,

Marcus

A

Dear Sir or Madam,

I am writing in response to the **advertizment** about student holidays in Florida **who** I saw in **vesturday's** International Herald News.

Although I am interested **to** the holiday, I would like **and** more **informations.**

I am 15 years old and my English **are** very good but I would like to improve it.

First, could you tell me where the other children will be coming to from? Will they be able to speak English? What kind of **acommodation will there be.** I would **and** like to know if I must **to shair** a room with **others** students.

Could you also tell me more **about** how the six days will be organized? Are the trips you are referred to **included in the free** or **do we must** pay extra?

I look forward to hearing from you,

yours faithfully,

Maria

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Dear **Mister (or Madam),**

I am writing because of your notice about holidays in **Floreda** this summer for the young guys (and girls). You **said** it **is** a 'holiday adventure' which **sounds** too interesting but I **want** more details, as quickly as **it is** possible. The first thing I must **to** ask is **wear** exactly Orlando is? Is it far from Florida? Is it nearby Hollywood? You talk **for** students **from** abroad – how many other students will **it** be and which countries they **come** from? Of course I have to know **the bill** for all this – **how much!** I must have **these informations?** **Yes and how will I pay all this?** I **got lots of songs** in English and I really **go for** everything American **so that's why I love to** coming to America. It will be my first **time.**

And **please:** a bit more **informations** – **cos** I need to know more.

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Write soon

Best wishes,

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