A) PISNI SESTAVEK (V ENI OD STALNIH SPOROČANJSKIH OBLIK)

FORMAL LETTER – REQUEST / ENQUIRY

Level B2 · 10 exam-style tasks

Note on salutation. If the task **names the addressee**, begin *Dear Mr/Ms + surname* and end *Yours sincerely*. If it gives **only a company or office**, begin *Dear Sir or Madam* and end *Yours faithfully*. Set out your address and the date, and the recipient's details, in the correct places. Your name is **Dominik(a) Novak**.

Task 1

Letter of enquiry

You have seen an advertisement for an International Summer Camp for young people, but it gives few details. Write to the camp coordinator, Mr Reed.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and say where you saw the advertisement
- ask about the programme, dates and price, giving reasons
- ask about accommodation and what is included, and request further documents

(20 points)

Task 2

Letter of enquiry

You are considering an internship abroad and need information before applying.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and explain your interest
- ask about duties, hours and pay, giving reasons
- ask about visa and accommodation support

(20 points)

Task 3

Letter of enquiry

You would like to enrol on a university summer school. Write to the admissions office, Ms Quinn.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself
- ask about courses, fees and entry requirements
- ask about accommodation and social activities, and request a prospectus

(20 points)

Task 4

Letter of enquiry

You are planning a group trip and want a quote from a tour company.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and the group
- ask about itineraries and prices
- ask about group discounts and available dates

(20 points)

Task 5

Letter of enquiry

You have seen a photography course advertised and need details.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and explain your interest
- ask about levels, cost and equipment
- ask about the timetable and request a brochure

(20 points)

Task 6

Letter of enquiry

You want to book a conference venue. Write to the venue manager, Mr Croft.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and the event
- ask about capacity, facilities and prices
- ask about catering and available dates

(20 points)

Task 7

Letter of enquiry

You are interested in a sports coaching qualification and need information.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself
- ask about the course, cost and duration
- ask about assessment and certification

(20 points)

Task 8

Letter of enquiry

You would like to join a study-abroad exchange. Write to the exchange officer, Ms Bright.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and your studies
- ask about eligibility and funding
- ask about host families and support, and request an application pack

(20 points)

Task 9

Letter of enquiry

You have seen a diving school advertised for the summer and need information.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and explain your interest
- ask about courses, prices and levels
- ask about safety and equipment

(20 points)

Task 10

Letter of enquiry

You are planning a charity fundraising event and want a supplier's details.

Write a **letter of enquiry** of **170–180 words** in which you:

- introduce yourself and the event
- ask about products, prices and availability
- ask about delivery and possible discounts

(20 points)