

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.

Bài mẫu 1

Dear Sir or Madam,

I am writing to ask for more information about the English speaking course mentioned on your website.

Specifically, I would like to know the exact start and end dates of the course next month, as I need to arrange my personal schedule accordingly.

Could you also let me know who the teacher will be? I am curious if the teacher is a foreigner or Vietnamese, as this will help me decide the most suitable course for my learning preferences.

Lastly, I would appreciate it if you could provide me with the course fee, so I can plan my budget in advance.

Thank you for your time and assistance. I look forward to hearing from you soon.

Best regards,

Your name

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.

Bài mẫu 2

Dear Sir or Madam,

I am writing to request more information about the Nha Trang beach tour in November, as mentioned on your website. I am planning to book a tour for my family of 6, and I would appreciate more details.

First, could you tell me how long the tour will last? I need this information to organize our vacation time.

Second, I would like to know what activities are included in the tour. We are looking for fun things to do together as a family.

Lastly, could you tell me how much the tour costs? This will help me plan our budget ahead of time.

Thank you for your time and assistance.

I look forward to hearing from you soon.

Best regards,

Your name

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.

Bài mẫu 3

Dear Sir or Madam,

I am writing to request more information about the English books available at your e-book store. I would like to purchase a number of English books as rewards for my students who have achieved good test results during the course.

I would be grateful if you could inform me how to order 100 books at a time. Additionally, can I receive a 15% discount on this order? This information would help me save on costs and manage my budget effectively.

Finally, I wonder how long it takes to have the books delivered to my school, located at No. 12 Nguyen Van Bao Street, Ward 4, Go Vap District, HCM City.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

[Your Name]

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.

Example

Dear Sir or Madam,

I am writing to request more information about the online marketing course featured on your university's website.

Firstly, I would be grateful if you could inform me when the course starts and ends, as this information is not very clear on the website.

Secondly, I would like to know the details of what I will study in this course. This will help me understand if this course meets my needs.

Finally, could you please provide the cost of the course? This information will help me manage my budget effectively.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

[Your Name]

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.

Example

Dear Sir or Madam,

I am writing to request more information about the Japan Explorer tour offered by your travel company. In particular, could you provide me with more details about this tour?

Currently, the website indicates that you will confirm how long the trip lasts in the near future. I would be grateful if you could inform me as soon as this information becomes available.

My second question is about the special activities the tour offers. I am interested in activities that involve teamwork and creating amazing memories.

Finally, could you please provide the tour price for a family of five members? This information will help me manage my budget effectively.

Thank you in advance for providing this information.

I look forward to hearing from you soon.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about the cooking course introduced on your website. In particular, could you provide me with more details regarding this course?

Fistly, I would like to know how long the course lasts. I would be grateful if you could confirm this information as soon as possible.

Secondly, I wonder how many people are in class. The information on the website is not very clear. Is it a one-on-one format or a goup setting? This information will help me decide whether to choose this course.

Finally, could you please inform me of the costs of the course? This will help me manage my budget and prepare for joining.

Thank you in advance for providing this information.

I look forward to hearing from you soon.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about joining the English club introduced on your website. Specifically, could you provide me with more details about your English club?

Firstly, I would like to know the club membership fee, as this information on the website is not clear. I would appreciate it if you could confirm this information as soon as possible.

My second question is about the activities the club often has. I would like to take part in conversations in English with everyone to improve my languages skills.

Lastly, I would like to know when the activities take place, as this information is not available on the website. I hope to receive the most up-to-date- details.

Thank you in advance for providing this information.

I look forward to hearing from you soon.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about the Mekong Delta full-day tour (My Tho & Ben Tre) on your website. Specifically, could you provide me with more details of this tour offered by your travel company.

Firstly, I would be grateful if you could inform me of the departure time for this tour, as this will help me prepare my schedule.

Secondly, I would like to know what activities are included on the tour. I am interested in special activities to create some amazing memories.

Finally, could you please provide the price of the tour? This information will help me manage my budget effectively.

Thank you in advance for providing this information.

I look forward to hearing from you soon.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about organizing a school trip to the Ho Chi Minh City Museum for a group of 45 students next weekend.

Firstly, I would be grateful if you could inform me of the museum's opening and closing times, as I need this information to notify student's parents and plan the schedule.

Secondly, could you please let me know what rules visitors must follow? This will allow me to explain them to the students and ensure a smooth trip.

Lastly, could you provide the up-to-date ticket price for the visit? The information on the website is not very clear, so I would appreciate additional details.

Thank you in advance for providing this information.

I look forward to hearing from you

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about the computer programming course introduced on your website. In particular, I would appreciate additional details about this course.

Firstly, I would be grateful if you could inform me about how many hours a week for both full-time and part-time studies, as this is not very clear on the website.

Secondly, I would like to know how I can to get material for the course. This information will help me better prepare for the course.

Lastly, could you let me know whether there are any discounts for students? This would be very helpful for managing my budget.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about the organize a birthday party for a family member next month in your restaurant. In particular, could you provide me with more details of your restaurant?

Currently, I do not know exactly how to make a reservation. I would be grateful if you could inform me as soon as possible.

My second question about whether you can reserve private room for the party. I would like to receive more details about this.

Finally, I cannot get the information about the menu of your restaurant. I would be great if you could provide me with this information.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about the public speaking course introduced on your website. In particular, I am interested in additional details regarding this course.

Firstly, I would like to know how long the public speaking course lasts. The information on the website is not very clear, so I would be grateful if you could confirm the course duration at your earliest convenience.

Secondly, could you provide information about the cost of the public speaking course? This will be helpful for budgeting and planning purposes.

Finally, I am curious whether there is any discount available if I register five people at once. I would appreciate any details regarding group discount options.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about a course on how to make cookies on your website. In particular, could you provide me with more details of this course?

Firstly, I do not know exactly when the course starts and ends. This information on the website is not very clear, so I hope you could confirm me as soon as possible.

Secondly, I wonder how to take the course (online or offline)? It will be helpful for planning my schedule when I joinning this course,

Lastly, I cannot get the information about the fee to take the course. I hope to receive the up to date information on the cost.

Thank you in advance for providing this information

I look forward to hearing from you.

Best regards,

Your name

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.

Sample

Dear Sir or Madam,

I am writing to request more information about online sportswear store. In particular, I am interested in some V-neck T-shirts on your website.

Firstly, I do not know exactly the size that is suitable for your height and weight, as I want to ensure a good fit.

My second question is what colors they come in. I would be grateful if you could inform me as soon as possible.

Finally, I wonder how long it takes to have it delivered to my address at No.12 Nguyen van bao street, ward 4, govap district, HCM city.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

Your name

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/	Format of an email
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)

• Particularly,	Cụ thể,
• In particular,	Đặc biệt,
• Specially,	Đặc biệt,
• To be more precise,	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

First/firstly,	Thứ nhất
Second/secondly,	Thứ hai
Finally,	Cuối cùng
At this time,	Vào thời điểm này
Currently/ at present,	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.

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