

Unit 9 Holidays



Zoltan Takacs is an explorer who studies snakes. This photo is in Micronesia.

Part 2

Email requesting information

- to request/inquire/ask information

Request/ inquire/ask (V) thỉnh cầu, yêu cầu

P113

2/

Format of an email

Greeting

Purpose
of the email

Body
of the email

Closing

Signature of the Sender

Dear Sir or Madam,

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?

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.

Thank you in advance for providing this information.

I look forward to hearing from you.

Best regards,

William P Faversham

The Greeting

two ways you can begin a formal letter.

- **Dear Sir or Madam,**

if you don't know the name of the person you are writing to.

- **Dear + surname,**

if you do know their name,

Dear Mr Smith,

paragraph 1: Purpose of the email

-The reason for writing (first sentence)

I am writing this email to request information about ...(Noun/noun phrase)

I am writing to request more information about ...(Noun/noun phrase)

I am writing to request about ...

EX: I am writing to request more information about the

‘Explorer’s Holidays’ on your website.

-more detail about the reason in general
(what information you want to ask/request/know)
(second sentence)

**In particular, could you provide me with more
details of your next tour to Alaska?**

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...

connecting
words:
Specifying
(chi tiết / cụ
thể)

Particularly,

In particular,

Specially,

To be more precise,

Model answer

The first paragraph
Purpose of the email

6 You have looked at a holiday website for cruises around the coast of South America.

Dear Sir or Madam,

I am writing to inquire more information about holidays on your website. I am keen on the cruises around the coast of South America, but I would be thankful if you could provide me further details about the trip.

Dear Sir or Madam,

I am writing to request more information about the tour on your website. I am interested in cruises around the coast of South America, but I would be grateful if you could inform me further details about the trip.

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?

Dear Sir or Madam,

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

Dear Sir or Madam,

I am writing to request more information about your vacation packages. In particular, I would like to receive more details information about the cruises around the coast of South America.

Dear Madam,

I am writing to request more information about your cruises around the coast of South America on website. Specially, I would appreciate some information about this.

I am writing to request more information about the holiday for cruises around the coast of South America on your website. Particularly, I would be interested to receive further details about the tour?

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?

Dear Sir or Madam,

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

Dear Sir or Madam,

I am writing this email to request more information about holiday on your website for cruises around the coast of South America. And so, I would be grateful if you could give me some further details about it.

Dear Sir or Madam,

I am writing this email to request information about holiday tour on your website. Particularly, I would be graceful if you could give me some information details about cruises around the coast of South America.

Body of the email

Explanation in more detail exactly what information you need

Paragraph 2 : first request (first information you need)

.....

Paragraph 3 : second request (second information you need)

.....

Paragraph 4 : third request (third information you need)

.....

Body of the email

paragraph 2 : First request



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.



paragraph 3 : second request



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.



What two things does he want to know?

two things does he want to know?

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.

- the exact dates of tours for next year
- more details about the accommodation

6 You have looked at a holiday website for cruises around the coast of South America. Write an email to the tour company and request information about:

1. **how long** the cruise lasts (in weeks). Last (v) kéo dài

How many days

2. **when and where** the cruise **starts** and **ends**. What time/when (time)

Where (location)

3. **the cost** of a cabin. **Cost/price/charge (n)** giá tiền , chi phí

How much a cabin costs

What a cabin is

Body of the email

Explanation in more detail exactly what information you need

-Paragraph 2 : first request (first information you need)

how long the cruise lasts

-Paragraph 3 : second request (second information you need)

when and where the cruise starts and ends.

-Paragraph 4 : third request (third information you need)

the cost of a cabin.

Currently, the website does not mention about duration of the cruise . I would be grateful if you can tell me how long this cruise will last.

My second question is when and where the cruise starts and ends. At present, it is not very clear on your site. So, I would like to receive more details about this.

The last question I want to ask is about the cost of a cabin. It seems like the website will confirm after booking , so I would be happy if you give me more details about this.

Firstly, could you please let me know how long the cruise lasts in weeks? Understanding the schedule will help me plan fit into my travel.

My second question, I would like to know when and where the cruises starts and ends. I would be grateful if you could provide information about departure times and final destinations of cruises.

Final question is about the cost of a cabin. It seems the cost varies depending on the cabin type or the time of year. I would like to receive more details about this.

To begin with, I have seen on your website that the cruise will last for weeks, so I would like to know exactly how many days it usually is. It would be great if you could provide me with this information so that I can make plans.

By the way, the next thing is about the schedule of the trip, especially when and where the cruise starts and ends. I would like to receive more details about this.

Last but not least, please let me know the price of various available cabin . Knowing about the cost of cabins will help me choose the suitable one.

Currently, the website says that the cruise will take place this summer but I would be interested to receive further details about this, especially itinerary and departure time. I would also like to know how many days the trip lasts and when it ends.

My second question is about price. The cost of a cabin is \$60,99 according to the website. There seems to be patron discount in effect, but the information is not very clear. I would be grateful if you could inform me after discount how much the price is.

First of all, the website does not mention how long this trip lasts. So, I would like to know how many days the cruise lasts.

My second question is about itinerary. The information on the site is not clearly and it seems to include the start time. Please let me know when and where the cruise starts and ends, and what ports of call are included?

One another thing, I would like to receive about price. I would be grateful if you could inform me the cost of a cabin.

3. Writing skill (P113)

formal expressions

INFORMAL
EXPRESSIONS

**(Cách diễn tả thông
thường)**

FORMAL
EXPRESSIONS

**(Cách diễn tả trang
trọng)**

remember

don't use contracted forms in formal emails or letters.

- I'm, it's, you're – I am, it is, you are
- I'd – I would

Connecting
words: **order**
(theo trình tự
thời gian

First/firstly,

Second/secondly,

Finally,

At this time,

Currently/ at
present

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



Sign off

Handwritten signature (for a printed letter)

Typed signature



- Regards,

Typed

Signature

Email Address

Phone

LinkedIn URL (if you have a profile)

Sign off

For a **formal letter**, there are two main options.

- Dear Mrs Smith, (name known)

Yours sincerely,

- Dear Sir/Madam, (name unknown)

Yours faithfully,

- For an **informal letter** to a friend, use one of these phrases followed by your first name:
 - All the best,
 - See you soon,
 - Keep in touch,

Dear Sir or Madam,

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

Currently, the website does not mention about duration of the cruise . I would be grateful if you can tell me how long this cruise will last.

My second question is when and where the cruise starts and ends. At present, it is not very clear on your site. So, I would like to receive more details about this.

The last question I want to ask is about the cost of a cabin. It seems like the website will confirm after booking , so I would be happy if you give me more details about this.

Thank you for considering my request.

I look forward to receiving a prompt reply.

Regards,

Minh