



**ΠΑΝΕΠΙΣΤΗΜΙΟ ΑΙΓΑΙΟΥ**

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**English I**  
**Course Unit 2: Writing 1**

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Ευρωπαϊκή Ένωση  
Ευρωπαϊκό Κοινωνικό Ταμείο



Με τη συγχρηματοδότηση της Ελλάδας και της Ευρωπαϊκής Ένωσης



## Writing 1: Basic communication

Read A, B, and C. Which texts are formal? Which are informal? What is the reason for writing in each case?

A

**To:** [redacted]@hotmail.com  
**Cc.:**  
**Subject:** Meeting up

a. ....  
I'm in town until Thursday for the summer school I've told you about. I rang and left a message but wasn't sure you would get it. I'm staying at Bell's hotel btw, room 9. Tel: 7948862. Well, you can call me on my mobile, too. I have to attend the courses all week, but why don't we have dinner on Tuesday or Wednesday night? Contact me asap. You can email me, too (I've got my notebook).

b. ....  
[name]

B

23 Crescent Heights  
Calgary Alberta  
WD49FT  
Tel: 01924 278964  
email: [mike.baker@outlook.com](mailto:mike.baker@outlook.com)

3 March 2013

c. ....

**Re: Chess courses**

I am writing regarding your advertisement in 'Checkmate' magazine. Please could you send me details of your chess courses? I am a twenty year old student and I have been playing chess for two years. I would also be interested to know if there is any discount for a group of four people.

I should be grateful if you could include details of any books that we should have.

d. ....

*M. Baker*

Mike Baker

**C**

<p><b>To:</b> <a href="mailto:pjhamel@ed.ac.uk">pjhamel@ed.ac.uk</a> <b>Cc:</b> <b>Subject:</b> RE: Application form – BSc Artificial Intelligence and Mathematics</p>
<p>e. .... Hamel</p> <p>Thank you very much for sending me the application form and information pack for the BSc in Artificial Intelligence and Mathematics. I am faxing the completed form as I know the final date for application is approaching. I am going to post the form this afternoon, so you should receive it later in the week.</p> <p>I look forward to hearing from you.</p> <p>f. ....</p>

**A. Complete gaps a-f in A, B, and C with an appropriate expression from the box below.**

- Dear Sir or Madam
- Hi
- Dear Ms
- Yours sincerely
- Yours faithfully
- Hope to see you soon!

**B. Find abbreviations in A, B, and C which mean:**

1. regarding .....
2. as soon as possible .....
3. reply .....
4. Bachelor of Science .....
5. by the way .....
6. carbon copy .....

**C. Read the following list and match the formal expressions and their informal equivalents.**

**Formal**

- a. I look forward to hearing from you
- b. Please contact me by phone or email
- c. I am writing in response to / regarding...
- d. Could you include details of any books that we should have
- e. I would also be interested to know if there is any discount...
- f. I should be grateful if you could send me...

**Informal**

- 1. Should we get any books?
- 2. Call me soon!
- 3. Hope to see you soon
- 4. Send me ... when you can
- 5. Just writing to tell you...
- 6. Is there a discount...?

**D. Do activity 1 and choose one task from activity 2. Use phrases from exercise C whenever you can.**

- 1. Write an e-mail to Ms Hamel. You have been accepted for the course in A. I. and Mathematics and you want to ask about university accommodation and if the university offers English language courses.
- 2. a. Write a short reply to e-mail [A] on p. 8, saying that you have just come back from holiday and suggesting a time and place where you can meet with your friend and how he or she can contact you.  
b. Write a short letter to the academic secretary at Edinburgh University asking for a prospectus of their business studies courses. Say what you have been studying and for how long. Ask if grants are available for foreign students.

## Answers to the exercises

B and C texts are formal, A is informal. In A the reason for writing is to arrange a meeting; in B, to ask for information, and in C to give information.

### Exercise A

- a. Hi
- b. Hope to see you soon
- c. Dear Sir or Madam
- d. Yours faithfully
- e. Dear Ms
- f. Yours sincerely

### Exercise B

1. Re:
2. asap
3. RE:
4. BSc
5. btw
6. CC:

### Exercise C

- a. 3
- b. 2
- c. 5
- d. 1
- e. 6
- f. 4

### Exercise D (sample students' answers)

#### Question 1

Re: Requesting Information

Dear Ms. Hamel

Firstly, I want to thank you for accepting me for the A.I. and Mathematics courses. I assure you that i will try hard and that I will not let you down.

Could you inform me about university accommodation and English language courses availiability?

Sincerely yours,

[name]

English 1

Question 2

Hello Helen!

I have just come back in town from holiday and I would like to see you. I think we can meet at the central square tomorrow at 11:00 p.m. Call or text me a.s.a.p.

Hope to see you soon!

[name]

Question 3

[address]

27 October 2014

Dear Sir or Madam,

I am writing in order to request a prospectus of your business studies courses at Edinburgh University. I have been studying Management and Marketing for 3 years and I would be grateful if you could tell me if any grants are available for foreign students. Also I would like to know if there is accommodation for students. I look forward to hearing from you.

Yours faithfully,

[name]