**Two formal letters in one**

*a) Here are two formal letters. Unfortunately they are scrambled. Match the sentences to the letters and write down the numbers.*

|  |  |  |
| --- | --- | --- |
| letter 1: | 1, |  |
|  |  |  |
| letter 2: | 2, |  |

|  |  |
| --- | --- |
| 1 | Dear Mr Brown,Two weeks ago we invited you to our school celebration on 5th April 2010. We informed you about the details of the event in our letter of invitation. |
| 2 | Dear Sir or Madam,We are celebrating our 50th anniversary this year. |
| 3 | Therefore we are planning different events for students, parents, teachers and guests. |
| 4 | We are collecting paper and sell self-made cakes, sandwiches and biscuits to raise some money. |
| 5 | Unfortunately that will not be enough. |
| 6 | Unfortunately we had to change the time of beginning. |
| 7 | So we need financial help. |
| 8 | We want to start the event at 10.30 am now. |
| 9 | Please, could you be so kind to sponsor one of the highlights, e.g. the bus transport to the swimming- pool? It costs 450 €. We look forward to hearing from you soon. |
| 10 | Hopefully it is not a problem for you. The meeting place will still be our assembly hall. |
| 11 | Would you mind sending us a message whether you could take part in the celebration or not? We look forward to hearing from you soon. |
| 12 | Thank you very much in advance and perhaps you can still manage it to join us that Saturday. |
| 13 | Thank you very much for your help in advance. |
| 14 | Yours faithfullyTony RohlandTony Rohland (students representative) |
| 15 | Yours sincerelyM. WagnerM. Wagner (headmaster of Goethe School) |

(Quelle: Landesinstitut für Schulqualität und Lehrerbildung Sachsen-Anhalt (LISA), Niveaubestimmende Aufgaben zum Lehrplan Sekundarschule Englisch)

*Why has each letter been written? What is the purpose? Mark the right box.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | letter 1 | letter 2 | not in the texts |
| The school wants to ask for permission to celebrate its anniversary. |  |  |  |
| The time of the school celebration has changed. |  |  |  |
| The school needs money. |  |  |  |
| The school informs the newspaper about their plans for the celebration.  |  |  |  |

*c) Find the English words from the two letters that express the following meanings:*

1) a special food that is made by your own >>

2) a party >>

3) a piece of information to somebody >>

*d) Find the English words from the two letters with the following transcription:*



1) >> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



2) >> \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_