

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 faithfully
Tony Rohland
Tony Rohland (students representative)
- 15 Yours sincerely
M. Wagner
M. Wagner (headmaster of Goethe School)

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) [ˌselɪˈbreɪʃn] >> _____

2) [sɪnˈsɪəlɪ] >> _____