

Writing an email

Your school takes part in a school Comenius project. So you also invited some students from your Finish partner school in Lahti to your 50th school anniversary. You have planned their journey and stay in your region. You got an email from Erja Janson who has got some questions.

SUBJECT: Our trip to Germany

Dear friends from Germany,

Yesterday our headmaster told us who is allowed to travel to Germany and visit your school. Six of us only! Lucky me, I can take part! Finally I get the chance of meeting you. I have so many questions. Hopefully you can answer them quite fast. Do you know the exact time of our departure flight? Where do we land? How long will the flight last? How do we get to your place? They told us, we students are housed in German families. What about our two teachers? Do they have to book hotel rooms themselves? We would like to bring some presents for our host families as well. What do you think, what could they be interested in? Are there any trips planned? Could you also tell us about the costs of our stay?

By the way, I'm interested in German customs, too. For example, what do you usually have for breakfast and lunch? Can you tell me something about your school day?

I'm looking forward to our journey to Germany.

Erja Janson

Read the email first, then write an answer email back. As a help, use some facts from the programme.

<u>Comenius-Schüleraustausch-Programm</u>			
Halle:	01.04.2010 – 14.04.2010		
Name der Schule:	Kolutuskeskus Salpaus, Lahti (Finnland)		
Adresse der Schule:	Stählberginkatu 2, 15100 Lahti		
Teilnehmer:	3 Jungen, 3 Mädchen, 2 Betreuer		
Gastgeberschule:	Goethe-Sekundarschule Leskau		
Unterbringung :	in Gastfamilien		
Flug:	Nr. LH3117		
	Abflug - Helsinki	Ankunft – Leipzig	Reisedauer
01.04.2010	06:45	12:20	06:35
Flughafentransfer:	durch Gastfamilien		
Programm:	täglicher Unterrichtsbesuch in den Klassen 8a und 8b am Wochenende – Ausflüge nach Leipzig und Berlin		
erwartete Kosten für die Gastschüler/Gastlehrer:	keine		

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