

TAALTAAK voor examen

WRITING A formal e-mail

Name:

## A REQUEST

### Instruction

On your return from your holiday in England, you discover that **you have left something behind** at the B&B which is very valuable to you.

Write an e-mail to the proprietor to ask if they have found it and if they would be kind enough to send it on to you by post.

The **object is of your own choice**: it could be something **of real** or **sentimental value**, something **you need urgently** (e.g. for health reasons), something **funny** or **embarrassing**, but **not vulgar**, etc. Explain why it is important for you.

### Guidelines

#### 1. Register

- Be **brief** and **to the point** – use minimum **6** and maximum **10** lines.
- Be **polite**: use **'please'** wherever necessary; you may emphasise how much you enjoyed your stay, the kind reception by your hosts, the comfortable rooms, the lovely/spacious garden, the dinner (if you had any) etc.
- Since you have met each other, you sign off with less formal phrases. - **Do not be too familiar**, however.

#### 2. Strategies

- Write the **first draft** on your computer and use a **spellchecker**. (Avoidable errors will be marked down more seriously).
- You do not need to add the date or the receiver's address.

Have another **look at the examples** of the reconstructed e-mails.