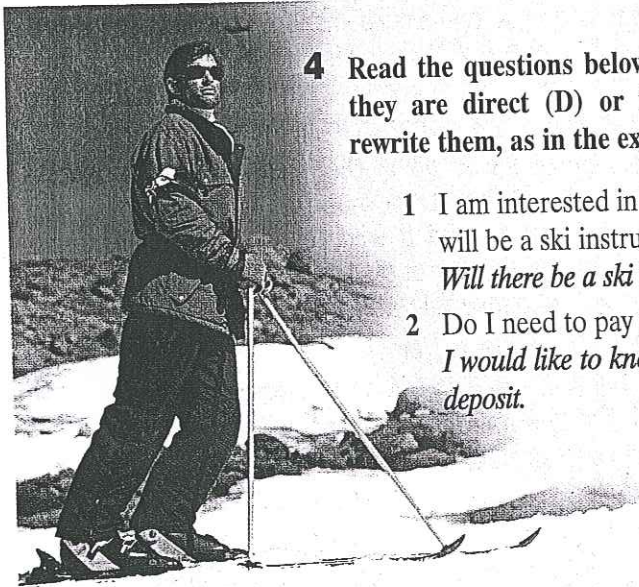


**REQUESTING INFORMATION**

To request information you can use **direct** or **indirect** questions. **Direct questions** are quite common in **informal letters** and often begin with a question word such as *what, who, when, how*, etc.  
 e.g. **What time will the party finish? How far is the hotel from the beach?**

- Most indirect questions are formed with modals such as *could, would*, etc and are normally used in semi-formal or formal letters.  
 – e.g. **I would be grateful if you could tell me what time the party will finish. Could you please let me know how far the hotel is from the beach?**
- You use **if/whether** in an indirect question when there is no question word in the direct question.  
 e.g. Direct question: **Do we need to bring our own food?**  
 Indirect question: **I would like to know if/whether we need to bring our own food.**



**4** Read the questions below and say whether they are direct (D) or indirect (I). Then rewrite them, as in the examples.

- 1 I am interested in finding out if there will be a ski instructor = I  
*Will there be a ski instructor?*
- 2 Do I need to pay a deposit? = D  
*I would like to know if I need to pay a deposit.*

- 3 Could you perhaps tell me how many tickets are available?  
 .....
- 4 I would like to know whether there are any facilities for young children.  
 .....
- 5 What time does the play finish?  
 .....
- 6 Do you cater for vegetarians?  
 .....
- 7 I would appreciate it if you could send me further information.  
 .....
- 8 Where exactly is the restaurant?  
 .....
- 9 Could you please let me know where the nearest train station is?  
 .....
- 10 Is the cost of equipment included in the price?  
 .....

**5** Look at the extracts and the notes (1-10) made about them. Then, match the notes to the sentences (a-j) opposite, as in the example.

**BYDALE CAMP -**  
 fun for all ages!  
 • competitive prices  
 • English lessons daily

1) exact cost?  
 2) how many hours?

3) when exactly?

**ATNEX COLLEGE**  
 Reserve a place on one of our summer courses in photography  
 • FREE MATERIALS

4) what do I bring?

5) marine biology books?

No matter what you want to read, **FULLSTOP BOOKSHOP** will find it for you!  
 • ALL SCHOOL BOOKS IN STOCK  
 • HUGE SELECTION OF FOREIGN LANGUAGE BOOKS

6) Portuguese?

7) lessons every day?

**MIDDLETON LANGUAGE CENTRE**  
 • Intensive courses:  
 Learn Italian in three months  
 • 20 hours per week  
 • Small groups or private lessons

8) how many students?

**GYMNASTICS COMPETITION**  
 • Joolie Sports Centre  
 • 29th April  
 • Tickets still available

9) morning or afternoon?  
 10) how much?

- a 1 I would appreciate it if you could let me know exactly how much the camp costs.
- b Is there anything I need to bring with me?
- c Could you let me know the exact dates of your courses?
- d Could you please tell me how many hours per day we will have lessons?
- e I'd like to know if there are classes every day.
- f Do you have marine biology books?
- g I would like to know if the competition takes place in the morning or afternoon.
- h I would be grateful if you could tell me how much the tickets cost.
- i I am interested in finding out whether you have any Portuguese books.
- j I would appreciate it if you could let me know exactly how many students there are in each group.

6 a) Look at the following advertisement and write short questions about the underlined words/phrases, as in the example.

# NANNIES WANTED



Do you ...  
 • enjoy working with children?  
 • want to work abroad?

**Nannies Around the World** is an international agency established in 1980. We are looking for young people who enjoy working with children.  
 Regular working hours.  
Two evenings a week free.  
 Successful candidates will be provided with suitable accommodation.  
 Generous salary and benefits.

e.g. 1 Which countries?

- 2 .....
- 3 .....
- 4 .....
- 5 .....

Please write to  
 Mrs Maddox at 14A, Tissier Rd, Toronto, Ontario, Canada or  
 telephone 0770-37660 for further information.

b) Use your short questions to write suitable sentences requesting information.

e.g. 1 I would like to know which countries I might be expected to work in.  
 or Could you please tell me which countries you operate in?

7 a) Read the rubric below, then answer the questions.

You are organising an end-of-term party at your school and have already made some arrangements. Read the notes you have made for a letter to your head teacher, Mrs White. Then write your **letter**, using all the information given.

Letter to Mrs White  
 end-of-term party —  
 school hall, Sat. 1st July, 8-11pm.  
 tell her about:  
 place, date, time (see above)  
 - who's coming (4th & 5th forms)  
 - music (John Smith's Disco)  
 - food & drink  
 (Mary & Eva responsible)



ask her about:  
 - cost of tickets  
 - posters — where?  
 • IF FRIENDS CAN COME

- 1 Should your letter:
  - a give information?
  - b ask for information?
  - c give and ask for information?
- 2 Who is going to read your letter?
- 3 How well do you know the person?
- 4 How should you begin and end the letter?
- 5 What opening and closing remarks should you write?

b) Write sentences using the notes given.

e.g. *place/date/time: The party will be held in the school hall on Saturday 1st July from 8pm to 11pm.*

8 Read the rubric in Ex. 7 again. Write your letter (120-180 words), using your answers from Ex. 7 to help you. You can use the letter in Ex. 3 as a model.