Write a Message to a Company

A2 · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the best sentence.

Choose the best sentence for the message.

1. Starting:
   Choices: Dear Sir or Madam, / Hey you, / dear sir

   Answer: _____

2. Giving the reason:
   Choices: I’m writing to ask about your swimming classes. / I write for ask swimming. / Swimming classes I ask.

   Answer: _____

3. Asking:
   Choices: Could you tell me how much a class costs? / How much cost? / Tell me price now.

   Answer: _____

4. Closing:
   Choices: Thank you for your help. Best regards, Ana Torres / bye ana / OK thanks Ana.

   Answer: _____

2. Complete the message.

Write one word.

1. Dear Sir or ___,

2. I’m ___ to ask about your classes.

3. Could you ___ me the price?

4. Best ___, Ana Torres

3. Your message.

Write a short message to a gym or sports center.

1. Write a greeting and the reason.

3. Your message. (continued)

2. Write two questions.

3. Write a closing.