

Code: Model Composition 1i

Type: Transactional letter – asking for information

Topic: *You have seen the following advertisement about a scooter and you would like to have some further information about it.*



Second hand scooter at bargain price!

Your Questions:

How old is it?

What colour is it?

Is it easy to ride in the city?

Cost?

Maintenance?

Dear Sir or Madam,

(why you are writing this letter)

I am writing with reference to your advertisement for the scooter. I would be grateful if you could provide me with some further information.

(Include all the points and ask all your questions)

First of all, I need to know how old the scooter is. Is it still under guarantee? I am only interested in a relatively new scooter because I do not want to have high maintenance cost. I would also like to know the price. I can pay in cash but I expect it to be much cheaper than its brand new equivalent.

What is more, I notice that you have not mentioned the colour and if it is in a good condition. I would be grateful to know both. In addition I would like you to tell me if it is easy to ride in streets with heavy traffic and if it can carry a second passenger at the back.

Finally, should I decide to buy it would it possible to have a test-drive first?

(formal remarks)

I hope to hear from you soon.

Yours sincerely

Jack Spencer

(170 words)

Useful phrases for Transactional letter – asking for information:

Asking for information

- I was wondering if you could tell me...
- I would be grateful if you could let me know...
- Could you explain...?
- It would be great if you could inform me about...
- Is it possible to tell me..

Linkers to add more points (και, επιπλέον, επίσης)

First (of all)	Moreover
Second	Furthermore
Third	What is more
Next	In addition to this
Then	Needless to say that
Finally	To make matters worse

Linkers to show contrast (όμως, ωστόσο, παρόλα αυτά)

Although	However
Even though	Nevertheless
Though	Nonetheless
Despite (the fact that)	
In spite of (the fact that)	

Linkers to show result (επομένως, κατά συνέπεια)

Therefore	As a result
Thus	As a consequence

Indirect Questions

It is more polite to ask for information making indirect questions:

1) What time does the train arrive?

I would like to know...

what time the train arrives.

2) How many people are going to come?

Could you please tell me...

how many people are going to come.

3) How much will it cost for three nights?

I was wondering...

how much it would cost for three nights

4) Where will the meeting take place?

Is it possible to tell me...

where the meeting will take place.

5) Is there enough room for six people?

I wonder...

if there is enough room for six people.

6) Where did they buy the wedding present?

I would be grateful if you could inform me about...

where they had bought the wedding present

7) Does he often take part in volunteer work?

It would be useful if you let me know...

if he often took part in volunteer work.

8) Is the entrance to the museum free?

Can you please tell me...

if the entrance to the museum is free?