

An expression of interest

Learn how to write an email to ask for more information and express interest.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8)

Vocabulary

1. a minimum
2. funding/a grant
3. a deadline
4. accommodation
5. to express (one's) interest
6. to apply
7. travel expenses
8. tuition fees

Definitions

- a. money that is given by a government, university or organisation to help you do something, e.g. study or travel
- b. a place to stay when you travel somewhere
- c. the cost of a class or course
- d. the smallest possible number
- e. to say officially that you want to do something
- f. to ask for something, especially by completing a form
- g. the day or time when something must be finished
- h. money you spend when you go to another city or country

An expression of interest

Travel grant

Are you a first-year or second-year student at Central University? Would you like to learn a language this summer?

Central University offers funding of up to £800 each for five students to go overseas and study English, Spanish, French, German or Chinese.* You can use the grant to pay for accommodation, travel expenses and tuition fees.

For more information, email grants@central-university.ac.uk

*Courses must be full time in July or August and for a minimum of two weeks.

From: Merry Yi
To: grants@central-university.ac.uk
Subject: Summer travel grant

Dear Sir/Madam,

I'm writing to express my interest in the summer travel grant that was advertised in this month's university magazine.

I am a second-year student and I am planning to study English in New York for three weeks in July. I would like to apply for the travel grant to help me with my expenses.

Could you please send me further details, including how to apply and when the application deadline is?

I look forward to hearing from you.

Regards,

Merry

.....

Tips

1. If you don't know the person's name when writing a formal email, you can start it *Dear Sir/Madam*.
2. Your email should have three short main paragraphs:
 1. What you are interested in
 2. Why you're interested
 3. Any questions you have.
3. *I look forward to hearing from you* is a good way to close an email if you want a reply.
4. *Regards* is a semi-formal, respectful way to end an email. It is common in professional emails too.

Tasks

Task 1

Are the sentences true or false?

	Answer	
	True	False
1. Any student can apply for the grant.	True	False
2. The grant is for learning any language.	True	False
3. The grant is for full-time courses only.	True	False
4. The style of the email is informal.	True	False
5. Merry wants to know more about how to apply.	True	False
6. Merry already knows when the deadline is.	True	False

Task 2

Match the sentences (a–f) to the parts of the email (1–6).

Parts of the email

1. Email subject
2. Opening greeting
3. Reason for writing
4. Questions
5. Closing phrase
6. Sign off/Ending

Sentences

- a. Summer travel grant
- b. Could you please send me ...?
- c. I look forward to hearing from you.
- d. Dear Sir/Madam,
- e. I'm writing to express my interest in ...
- f. Regards,

Task 3

Write the word to fill the gaps.

Dear Sir/(1)..... ,
 I'm writing to (2)..... my interest in a travel grant.
 I am planning to (3)..... Chinese for one month in Beijing and I
 (4)..... like to apply for the travel grant to help with the expenses.
 (5)..... you please send me further details?
 I look (6)..... to hearing from you.

Best regards,
 Jordan Lee

Discussion

Where would you like to go to study a language?

Answers

Preparation task

1. d
2. a
3. g
4. b
5. e
6. f
7. h
8. c

Task 1

1. False
2. False
3. True
4. False
5. True
6. False

Task 2

1. a
2. d
3. e
4. b
5. c
6. f

Task 3

1. Madam
2. express
3. study
4. would
5. Could | Would | Can
6. forward