

Writing Practice: Email Tasks

Write an email on one of the topics below, using no more than 60 words (excluding the addresses and subject lines).

TASK 1

You have ordered some clothing from an online company but received the wrong size. Write an email to the company about this.

TASK 2

You are a university student and would like to participate in an English seminar organized by your professor. Write to him/her to ask about the registration procedure.

TASK 3

You are a graduating student interested in spending a few months abroad working with a volunteer organization. Write to the organization and explain what you would like to do and when. Then ask for instructions.

TASK 4

You have just realised that you left your Kindle on the plane you took to arrive home. Write to the airline (of your choice) to explain the problem and ask how you can reclaim your property.

TASK 5

You are a graduating student and would like to apply for an Erasmus+ traineeship. The application procedure requires a letter from your English professor attesting to your level of English. The letter should state what exam you took (level and content), the date you took it, and your result. Write to your professor to ask for this.

TASK 6

You are a university student looking for a professor to be your tutor for your final dissertation (thesis). Write to a professor explaining what you would like to research and ask whether he/she would be available to help you.

TASK 7

You have bought a plane ticket for (place of your choice) but will not be able to go. Luckily, you insured the ticket. You have spent a long time searching the airline's website, yet you cannot understand how to receive reimbursement. Write to the airline and ask for information.

TASK 8

You are a graduating student but need to take two more exams which, unfortunately, are on the same day and overlap. Write to the professor of one of the exams and explain your situation. Ask if he/she could offer an extra exam day before the end of the session.

TASK 9

You have been accepted to go on an Erasmus experience but you think you may be short on money. Write to the university abroad (of your choice) and ask if they have any work-study programmes you could join in order to have some extra pocket money.

TASK 10

You have a summer job in a shop and you must work every week day from 9 to 5. Next week, you have an important personal issue to take care of and need 2 free days. Write to the manager to explain your situation and ask for this time off (exceptionally).

TASK 11

You are in the last year of university and are going to take your very last exam on July 3. In order to acquire all the necessary credits before the graduation deadline, all your exams must be registered by 5 July. Write an email to the professor explaining this situation, and ask him/her to correct your exam immediately.

TASK 12

You would like to take a summer language course at (university of your choice, abroad). Some friends have told you that this university offers accommodation in the student dormitories, but you cannot find any information about this on their website. Write to the university to enquire.