



1º Licenciado en Traducción e Interpretación (Francés)
Curso 2008-2009
Lengua C I (Inglés). Código 00EM
Lecturer: Dr. Raquel Criado Sánchez

UNIVERSIDAD DE
MURCIA

SEMINAR 3: *FORMAL LETTER COMPOSITION*



- ***Imagine you were selected as an Erasmus student and you wanted to write to your host university to ask them for information about your Erasmus year. How would you write this formal letter?***



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Gran Vía, 5
30005 MURCIA
SPAIN

15th January 2009

University of Essex
Socrates Office
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom

Dear Sir or Madam,



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Dear Sir or Madam,

My name is María Pérez and I am a first-/second-/third- year undergraduate Translation and Interpretation student at the University of Murcia (Spain).



I have been considering the idea of applying for a Socrates grant in your university. I have received good recommendations from other Socrates students at the University of Essex.



The deadline for applications in my hometown university is 20th February 2009. I need to know by then the kind of courses that may be suitable for me. I am studying French as my first foreign language and English as my second one. Up to now, I have been able to study in France during the summers. That is the reason why I am very interested in perfecting my English translation skills as a would-be Socrates student.



- **Could you please** send me some information **about /as to/ concerning/ regarding** the range of courses available specialised in Translation and Interpretation, **please?**
- **Would you mind** sending me some information **about /as to/ concerning/ regarding** the range of courses available specialised in Translation and Interpretation, **please?**
- **Would you be so kind as to** send me some information **about / concerning / regarding** the range of courses available specialised in Translation and Interpretation, **please?**
- **I was wondering if you could** send me some information **about /as to/ concerning / regarding** the range of courses available specialised in Translation and Interpretation, **please.**
- Also, **I would be very grateful if you could** send me some information about...



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**Thanking you very much in
anticipation,
Looking forward to hearing
from you (soon),
Yours faithfully,**

MARÍA REY

Facultad de Letras
Departamento de Filología Inglesa
Campus Universitario de La Merced. 30001 Murcia
T. 868 883 191 – F. 868 883 185 – www.um.es/dp-filologia-inglesa



WRITING TASK:

Imagine you want to spend some time studying English in England during the summer.

Write a formal letter to *GEOS English Academy* in Brighton and Hove (England) demanding information related to English language courses and anything else you may consider relevant to ask.

(Full address: GEOS English Academy, 55-61 Portland Road, Brighton and Hove, East Sussex, BN3 5DQ ENGLAND).

Structure of your formal letter:

Paragraph 1: Your reason for writing.

Paragraph 2 (here you can also add other information that is relevant for you):

Your personal information (age, nationality, job/studies).

Your amount of time learning English and a description of your level.

Paragraph 3 (here you can also add other information that is relevant for you).

Ask for information about the range of summer courses they offer and which one would be the most suitable for you.

Pay attention to formal features (linguistic and typographical).

- Space between the lines: 2 cm.
- Word-limit: 175
- **Deadline: 13th May 2009**