



3055 BA SANGAM COLLEGE

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LESSON NOTES

School: Ba Sangam College

Year/Level: 9

Name: _____

Subject: English

Worksheet 26

Year: _____

Strand	Writing and shaping
Sub Strand	Text Types: media, everyday communication, literary texts.
Content Learning Outcome	Investigate and apply specific purposes for various writing texts to demonstrate effective writing skills.

Formal Letter Writing: Letter of Enquiry

An enquiry letter is written when a person requires specific information from another person, party or organisation.

Sample Enquiry Letter

77 Temau Street Naburebure Ra 13th June 2018	→	Outside (Sender's address)
	→	Date
The Principal Vatuse High School Vatuse	→	Inside address (Receiver's address)
Dear Sir/Madam	→	Salutation
Re: Enquiry regarding Enrolment	→	Subject (regarding what)
I wish to enrol two of my children at Vatuse High school for the third term of this year. Thus, I would like to enquire about the enrolment procedures and requirements.	}	Introduction : Purpose
We are moving to Vatuse in August because I have been transferred to the Vatuse branch of our company. After enquiring with colleagues of that branch, your school was recommended.		content paragraphs
My son is in Year nine and his sister is in Year ten. Both have completed all their Term one and Term two academic requirements at the last school. My son takes keen interest in extra-curricular activities, especially sports while my daughter has excelled in her painting and art work at the school.		
My wife and I would like to come and meet you and discuss further details like uniform, placement tests and other school requirements. Any day during the first week of August would suit us, as we move into Vatuse in the last week of July.		
I would be really grateful if my request is considered and I get a favourable response.	}	

We can be contacted on the number 5556732. Yours faithfully <i>JCMatai</i> James Matai (Mr)	Conclusion Complimentary close Signature Full name
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Activity

(10 marks)

Your name is Tom Jones or Helen Green and You are a Year 9 student of Genius High school, P O Box 123, Ba. Your form has decided to take a field trip to the sugar mill in Lautoka. As the class captain, you are to write a letter to the Chief Executive Officer, Fiji Sugar Corporation, Lautoka to enquire about the possibility of visiting the sugar mill in Lautoka.

Fill in the blank spaces in the letter below.

Genius High School _____ Ba _____ The _____ Fiji Sugar Corporation Lautoka Dear _____ Re: Enquiring about visiting the sugar mill. As the Form Prefect of Year 9A, I have been given the responsibility to _____ about the possibility of _____ the Lautoka Sugar mill as part of our Social Science lesson. We are currently learning about the production of sugar in Fiji and would like to visit the mill to _____ us gain more knowledge and skills of this. I would like to know if the mill will be open for a school tour and if we could be taken around by a tour-guide. Furthermore, I would like to know if there is any entry _____ and if there are rules that we need to follow. There will be thirty-two students accompanied by three teachers for this visit. I would be really _____ to receive a positive response at your earliest convenience. Yours faithfully <i>HGreen</i> _____
