

Bài giảng điện tử

Môn: Tiếng Anh 11

Unit 6: Competitions

D. WRITING

WRITING A LETTER OF REPLY.

(on page 72-73)

Let's watch a video clip and pictures.

John Black
of the
The Office of Ben Kirtle.
Dear Sir,
In reply to yours of
15th inst, I beg to inform you that
the father of the late Dr. L.
Blackman, Dr. L. Blackman, is still living.
His name is William Blackman
and his address is 22 Bond St. Ballarat.
I was registered as next of kin
because my son, the late Dr. L.
Blackman, wished me to manage
his affairs.
Will you kindly note the change
in my address.
I am,
Yours faithfully,
Francis L. Blackman





Thủ tục
đăng ký

2. What will you do if you want to know the entry procedure of the competition?



LETTER FROM VIET NAM



VIETNAMESE PEOPLE

10¢ E-RN21

10¢ E-RN21

A decorative border composed of various colored circles (purple, green, red, yellow, blue, orange, grey) and stylized sun icons (orange, red, pink, purple) arranged in a circular pattern around the text.

letter of complaint

**Letter of
invitation**

**Letter of
confirmation**

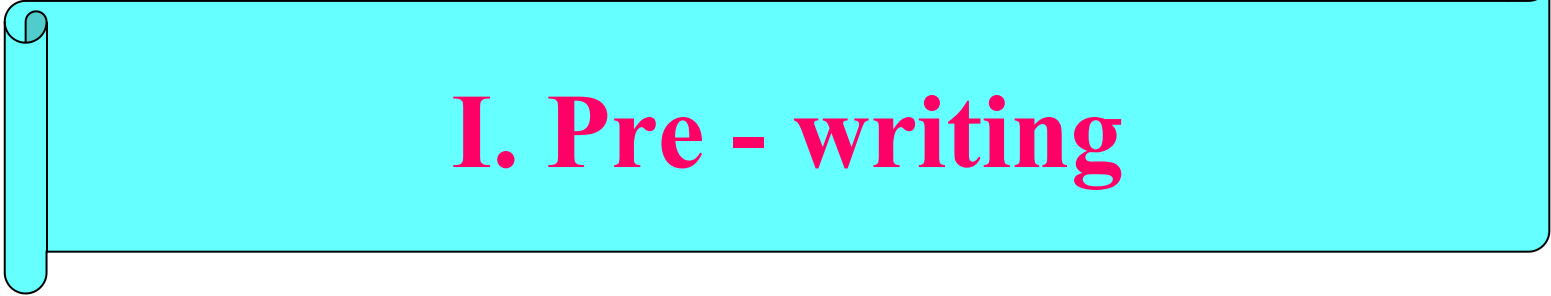
Letter of refusal

Letter of acceptance

**Letter of
thanking**

**Letter of expressing
gratitude**

Unit 6: Competitions



I. Pre - writing

Read the letter and do the following activities.

168 Phuong Lam St,
Hoa Binh City, Vietnam
15th October, 2011

Dear Sir/ Madam,

I watched the information about the Quiz:
“ Road to Mount Olympia” on TV last night. I
am interested in taking part in the competition
and I want to get some information about it

Could you please send me details of the
competition, the number of participants, ent
procedures, venue, date and time? Please
provide me with your phone number and e-mail.

I look forward to hearing from you soon.
Yours faithfully,
Viet Ha

A

B

C

D

E

**1. Match between numbers
(1, 2, 3, 4)
with letter (A,B,C,D or E).**

Closing & ending

1

Opening

2

Heading

3

Body

4

Answer:

**1 = E ; 2 = B; 3 = A; 4 =
C D**

Identify the

3. Body

The request

A LETTER OF REQUEST

Lý do (Reason)

Thủ tục (Procedures)

Cung cấp (Provide)

(Lời) yêu cầu (Request)

Đề nghị (Request)

Địa chỉ (Address / date)

Thư gửi (Dear Sir/ Madam)

Road

and I

Country

procedures, venue? Please provide me with your phone number and e-mail.

I look forward to hearing from you soon.

→ Viet Ha, an excellent student from Hoang Van Thu high school, wrote a letter to the organizers to get some information about the Quiz: *“Road to Mount Olympia”* .

Notes.

**A LETTER OF
REQUEST**

*Pay attention to the
underlined words
in red-ink and remark.*

*168 Phuong Lam St,
Hoa Binh City, Vietnam
15th October, 2011*

Dear Sir/ Madam, >< Not: Hello, Hi,

I watched the information about the Quiz: “ Road to Mount Olympia” on TV last night. I am interested in taking part in the competition and I want to get some information about it.

Could you please send me details of the competition, the number of participants, entry procedures, venue, date and time? Please provide me with your phone number and e-mail.

I look forward to hearing from you soon.

>< Not: See you soon./ See you again.

Yours faithfully, >< Not: Love

Viet Ha

3. Work in pairs to arrange a letter of replying which Miss Kieu Anh wrote to Viet Ha.

43 Nguyen Chi Thanh St, Ba Dinh District

Ha Noi, Vietnam

18th October, 2011

Dear Viet Ha,

1 ___ : A. It starts at 8.00 a.m. Contestants should be present at about 7.00 a.m for registration.

2 ___ : B. Thank you for your letter and welcome to our competition. Here are some details about the competition.

3 ___ : C. About 4 students from High Schools participate in each competition. The competition is held on 20th November at Studio 9, Building H, 844 De La Thanh St, Ba Dinh District, Ha Noi.

4 ___ : D. For more information please contact me on the phone number 0984409182 and e-mail : Olympia@yahoo.com.

Best wishes,

Kieu Anh

1. Heading

*43 Nguyen Chi Thanh St, Ba Dinh District
Ha Noi City, Vietnam
18th October 2011*

Confirm (v)
khẳng định,
xác nhận

(writer's address / date)

reply (v):
trả lời, đáp lại,
phúc đáp

A LETTER OF REPLYING

3. Body

Providing necessary information

*November at
Studio 9, Building H, 844 De La Thanh St, Ba
Dinh District, Ha Noi City.*

*3-A- It starts at 8.00 a.m. Contestants should
be present at about 7.00 a.m for registration.*

*4-D- For more information please contact me
on the phone number 0984409182 and e-mail*

Olympia@yahoo.com

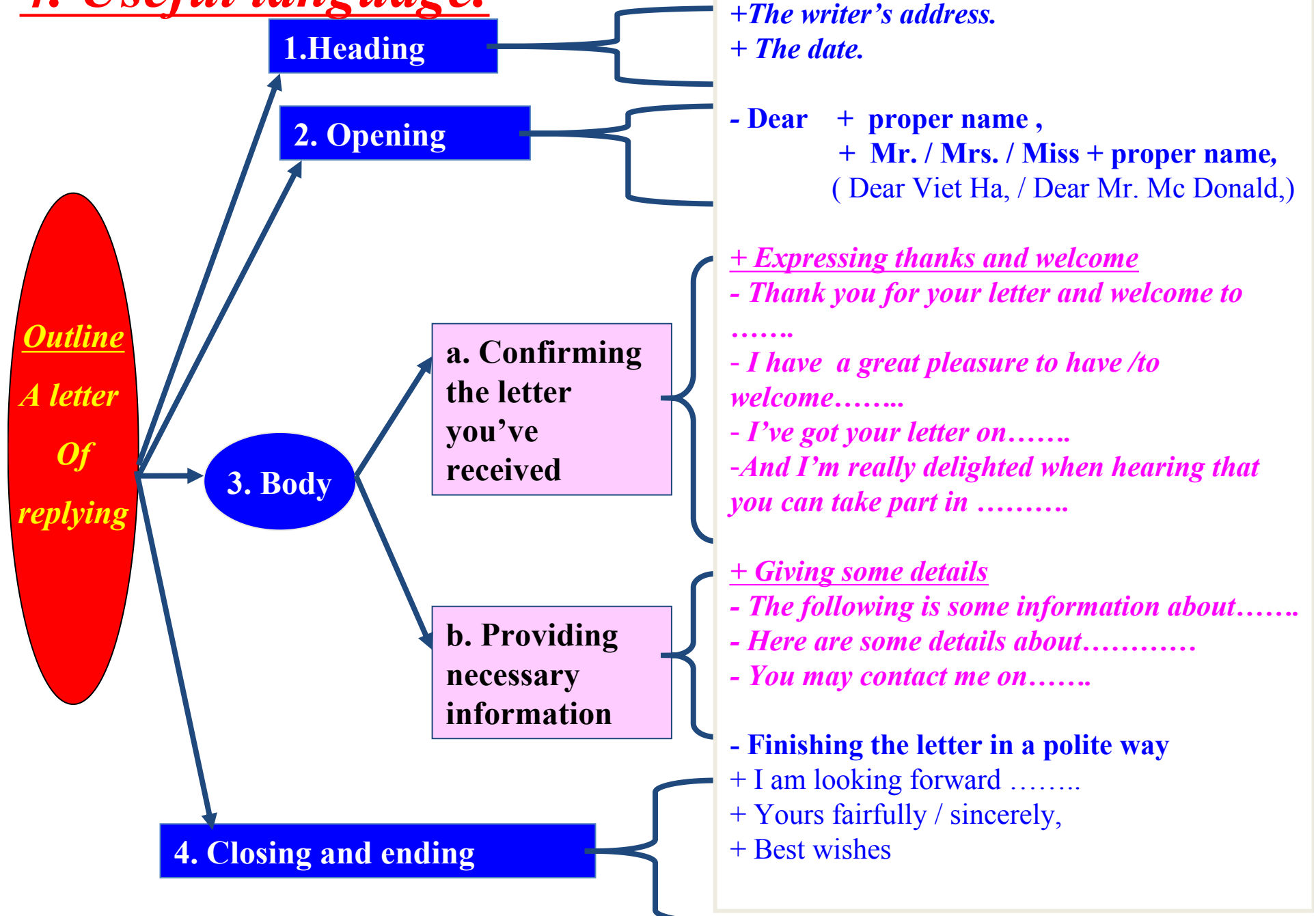
4. Closing and ending

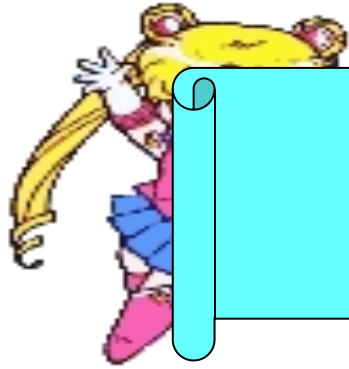
*Best wishes,
Kieu Anh*

4. Useful language.

A LETTER OF REPLYING

4. Useful language.





II. While - writing



1. Task 1 (p72):

Read the letter and answer the questions.



THU TRANG

140 Kham Thien st, Dong Da District
Hanoi, Vietnam
17th October, 2011

Dear Sir/ Madam,

I read the information about the English Speaking Competition on your Language Centre's website. I am interested in practising English with native speakers and I want to get some information about the competition.

Could you please send me details of the competition, the number of participants, entry procedures, venue, date and time?

Please provide me with your phone number and e-mail.

I look forward to hearing from you soon.

Yours faithfully,
Thu Trang

a. Who wrote that letter?

→ Thu Trang did.

b. What did she write

that letter for?

→ To get some information about the English Speaking Competition.

c. What information

did she want to know?

→ She wanted to know about...

Number of parti
(Số người tham

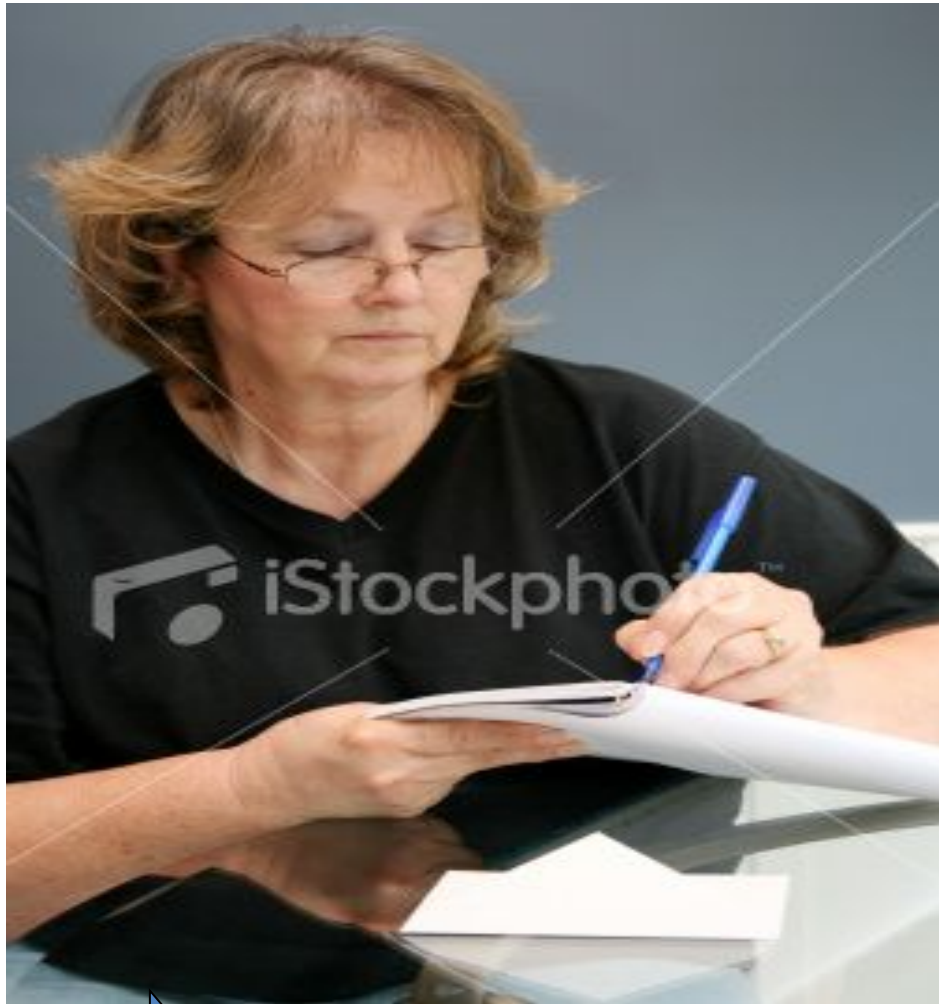
Entry procedure
(Thủ tục đăng kí)

Venu

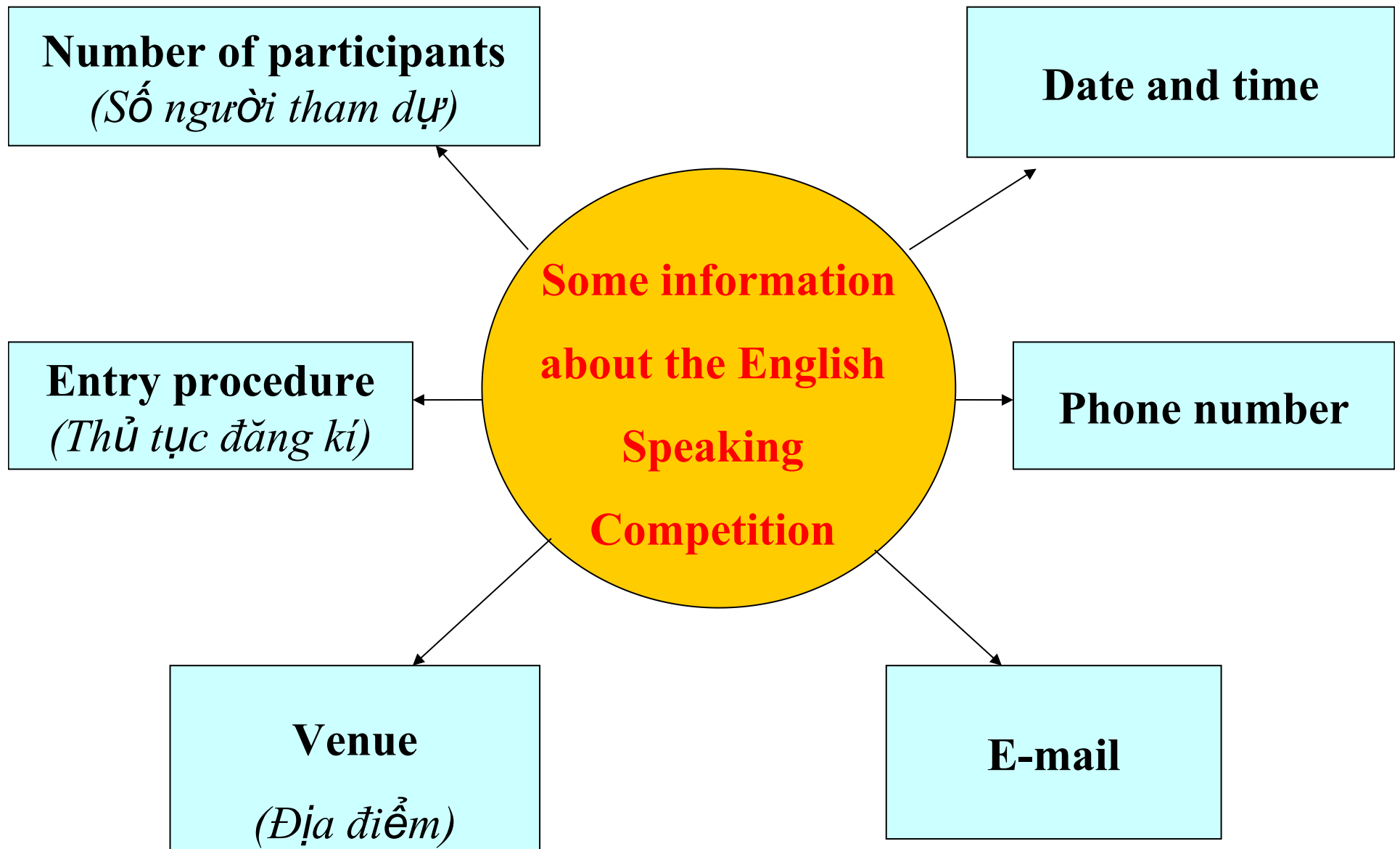
(Địa điểm)



R Joint M



**If you were an organizer/or a secretary of a competition,
What would you provide the contestants (or participants) ?**

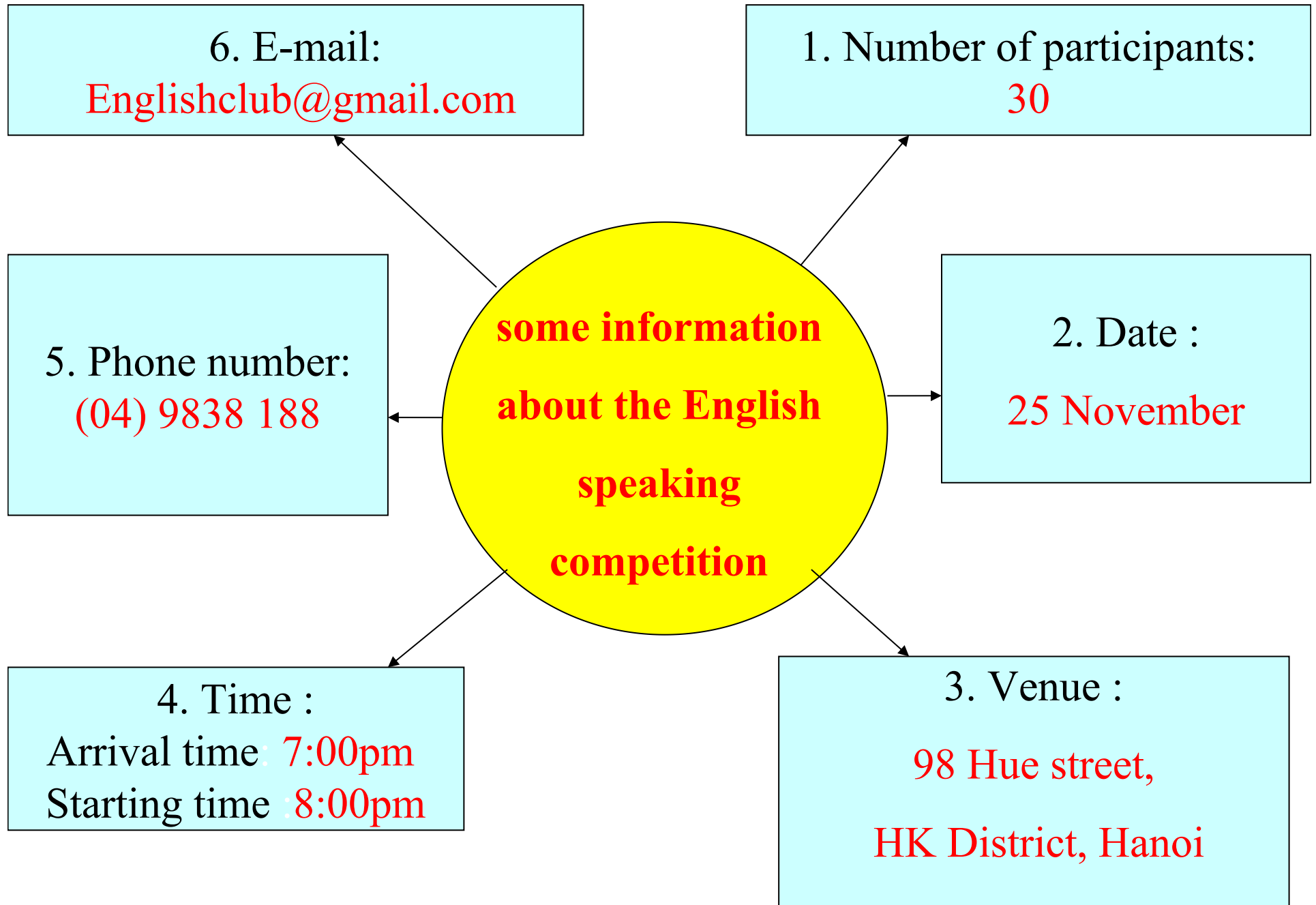




2. Task 2:

Imagine you are Kate Johnson, secretary of the English Speaking Competition. Write a letter to respond to Thu Trang.





Use the words given to make complete sentences. You can change *the word form* but CANNOT change the order.

***98 Hue Street, Hoan Kiem District
Ha Noi City, Vietnam
20th October, 2011.***

Dear Thu Trang,

- 1. Thank you/your letter/ welcome/our English Speaking Competition.***
- 2. Here / some details /the Competition.***
- 3. The number/ is limited- just.***
- 4. The competition / hold /, 2011/Street, Hoan Kiem District, Ha Noi .***
- 5. It /start / .***
- 6. Contestants should / present /p.m / for registration.***
- 7. For more information please /me /the phone number : / e-mail :***
- 8. I / look forward /meet /you /soon .***

***Best wishes,
Kate Johnson
Secretary***

→ Using the details below.

1. Number of participants:**30**

2. Date :**25 November**

3. Venue :**98 Hue street,
HK District, Hanoi**

4. Time :
Arrival time **7:00pm**
Starting time **8:00pm**

5. Phone number:
(04) 9838 188

6. E-mail:
Englishclub@gmail.com

III. Post - writing

*98 Hue Street, Hoan Kiem District
Ha Noi City, Vietnam
20th October, 2011.*

Dear Thu Trang,

- 1. Thank you for your letter and welcome to our English Speaking competition.*
- 2. Here are some details about the competition.*
- 3. The number of participants is limited- just 30.*
- 4. The competition is held on 25th November, 2011 at 98 Hue Street, Hoan Kiem District, Ha Noi .*
- 5. It starts at 8.00 p.m.*
- 6. Contestants should be present at about 7.00 p.m for registration.*
- 7. For more information please contact me on the phone number (04)9838188 and e-mail : Englishclub@gmail.com.*
- 8. I am looking forward to meeting from you soon .*

*Best wishes,
Kate Johnson
Secretary*

Complete letter.

*98 Hue Street, Hoan Kiem District
Ha Noi City, Vietnam
20th October, 2011.*

Dear Thu Trang,

*Thank you for your letter and welcome to our English Speaking competition. Here are some details about the competition. The number of participants is limited- just **30**. The competition is held on 25th November, 2011 at 98 Hue Street, Hoan Kiem District, Ha Noi .*

It starts at 8.00 p.m. Contestants should be present at about 7.00 p.m for registration. For more information please contact me on the phone number (04)9838188 and e-mail : Englishclub@gmail.com.

I am looking forward to meeting from you soon .

*Best wishes,
Kate Johnson
Secretary*

HOMEWORK

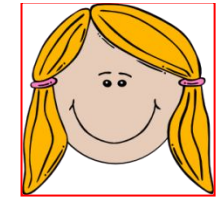
- Write the letter again at home and.
- Prepare the next part (Unit 6 : E – Language focus).



EXHIBITION

**GO
ON!!!**

END



LUCKY

70

70

ANIMALS



1. How many parts are there in a letter of replying? What are they?

- There are 4 parts:**
- They are : heading,
opening,
body,
& closing and ending.**

**2. What do we write in the part
“Closing” of the formal letter?**

We write:

With best wishes ,

Yours faithfully,

Yours sincerely,

Yours truly,

.....before signing the name.



3. What do you call this form of letter?

4. Closing and ending

3. Body

*- The reason why
you write the letter.
- The request.*

**A LETTER
OF REQUEST**

1.

Heading

2. Opening



4. What do you call this form of letter?

1. Heading

2. Opening

3. Body { **Confirming the letter you've received**
Providing necessary information

4. Closing and ending

A LETTER OF REPLYING



CONGRATULATION!



CONGRATULATION!



HOMWORK

- ✓ COMPLETE THE LETTER OF REPLYING AT HOME.
- ✓ PREPARE NEW LESSON: UNIT 6, SECTION: LANGUAGE FOCUS.

Goodbye!!!

THANK YOU FOR YOUR ATTENTION!

