

Appendix 1

A. Writing Task:

Objective: To write an email requesting permission

You would like to go on a seminar on presentation skills. Write an email of between 40 and 60 words to your supervisor:

- asking for leave to go to the seminar
- saying when the seminar is
- explaining why you want to go
- stating when you must register by

Write the email on a separate piece of paper. (time limit = 10 mins)

B. Worksheet:

Activity 1 Template answer Complete this template:

I would like to request _____
The seminar will be held _____
The main reason _____

The registration deadline _____

Activity 2 Preposition check Write the appropriate preposition in the space provided:

____ December	____ 2014	____ Monday
____ Monday 4th December	____ winter	____ November 5, 2013
____ the morning	____ one o'clock	____ tomorrow

Activity 3 Sentence completion Complete the sentence using words from the box below:

go to / attend	ask for / request	take part / participate
----------------	-------------------	-------------------------

I would like to.....permission to.....the seminar andin the workshop.

Activity 4 Word selection Circle the most appropriate word.

I would like to request leave to attend [1] a / the seminar on presentation skills. [2] A/ The seminar will be held [3] in / on 9 December 2013. The main reason I [4] hope / will to participate in this course [5] is / are to improve my presentations in the quarterly and monthly [6] meeting / meetings. The registration deadline is [7] in / on 1 December.

Activity 5 Style Prepare to say your answer to these questions.

1. Which words are more formal: Latinate verbs or phrasal verbs?
2. Is monthly an adjective or adverb?
3. What is the difference between 1st December and December 1st?
4. What is the difference between 1 December and 1st December?

Compare your answers with your partners.

C. Model answers:

Activity 1

I would like to request leave to attend a seminar on presentation skills. The seminar will be held on 9 December 2013. The main reason I hope to participate in this course is to improve my presentations in the quarterly and monthly meetings. The registration deadline is on 1 December.

Activity 2

in	December	in	2014	on	Monday
on	Monday 4th December	in	winter	on	November 5, 2013
in	the morning	at	one o'clock	-	tomorrow

Activity 3

I would like to request permission to attend the seminar and participate in the workshop. (formal)
I would like to ask for permission to go to the seminar and take part in the workshop. (less formal)

Activity 4 Word selection *Circle the most appropriate word.*

[1] A [2] The [3] on [4] hope [5] is [6] meetings
[7] on

Activity 5

1. Latinate
2. It is an adjective (e.g. monthly meetings) and an adverb (e.g. we meet monthly)
3. British vs. American English
4. Modern vs. Traditional