

## GRADE 10

### ENRICHMENT MATERIAL-WRITING A FORMAL EMAIL REQUESTING INFORMATION (SAMPLE 1)

The British Council is organizing an IELTS training course. You have decided to attend this course, but you have some questions. Write a formal email to **Mr. Rashid**, the secretary, requesting information asking about:

the time, the fees, the teachers and transportation.

Your name: Nasser Al-Naimi

Dear **Mr. Rashid**,

I am writing this letter to request some information about **the IELTS training course**.

Firstly, I would be grateful if you could give me an idea about the time. When exactly it will start and end? **Is it possible that I attend this course in the afternoon?** Secondly, I would be grateful if you could tell me about **the fees**. **If I encourage my brother to attend with me, will you give us a discount?**

Furthermore, I would be extremely pleased if you give me a detailed idea about **the teachers**. **Are they native speakers or not? What qualifications do they have?** Finally, could you kindly tell me about **transportation**. **Are you going to provide buses for students or should they depend on themselves?**

Thank you for your kind attention and cooperation. I await your reply at your earliest convenience.

Yours sincerely,  
**Nassir Al-Naimi**

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### ENRICHMENT MATERIAL-WRITING A FORMAL EMAIL REQUESTING INFORMATION (SAMPLE 2)

**Oryx Sport Academy**

is organizing swimming classes. You have decided to attend this training, but you have some questions. Write a formal email to **Mr. Rashid**, the secretary, requesting information asking about:

the cost, the location, transportation and the time  
**Your name: Nasser Al-Naimi**

Dear **Mr. Rashid**,

I am writing this letter to request some information about **the swimming classes you are intending to organise.**

Firstly, I would be grateful if you could give me an idea about **the time. Is there any training schedule that we have to follow?** And **is it possible that I attend this course in the afternoon?** Secondly, I would be grateful if you could tell me about **cost. Is there a special price for a whole family?** Furthermore, I would be extremely pleased if you give me a detailed idea about **the exact location of Oryx Sport Academy.** Finally, could you kindly tell me about **transportation. Will the academy provide us with special busses or shall we depend on ourselves?**

Thank you for your kind attention and cooperation. I await your reply at your earliest convenience.

**Yours sincerely,**  
**Nassir Al-Naimi**



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### ENRICHMENT MATERIAL-**WRITING AN ARTICLE DESCRIBING A PLACE (LAYOUT)**

In paragraph 1, you should tell the reader which place you are going to describe and why you have chosen to write about.

In paragraph 2, you should give some information about the place (location, attractions)

In paragraph 3, you should give some additional information about the things that people can see and the activities that they can do there. Also, you should highlight your overall impressions of the place.

In paragraph 4, you should make a general comment about the place and recommend visiting it

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### ENRICHMENT MATERIAL-WRITING AN ARTICLE DESCRIBING A PLACE (SAMPLE )

Write an article describing one of the best landmarks (famous places) in Qatar

There are many interesting and appealing places in Qatar, but the closest to my heart is Msheireb. Its uniqueness, beauty, originality are the main motives that make it my favourite choice.

Msheireb Downtown is located in the heart of Doha, near to the Amiri Diwan and Souq Waqif. The nearest metro station is the Msheireb station. Msheireb Downtown Doha contains over 100 buildings, modern shops and stunning Barahat or courtyards. It also includes entertainment places. There are four magnificent hotels such as Mandarin Oriental Doha, Al Wadi Hotel MGallery and Park Hyatt Hotel. Moreover, there is an iconic museum that tells the history of Qatar.

In this place, time flies quickly. You have to enjoy every single minute while there. People can see and do a lot of things. They can enjoy drinking coffee in one of the stunning cafés or they can enjoy a delicious meal in one of the popular restaurants. If you are interested in culture, you can wander the streets and enjoy the design of each building in a cool atmosphere. If you care for fitness, you can join yoga and pilates classes. Indeed, it is a place that combines all.

Msheireb Downtown is a real inspiring place that you should visit. I strongly recommend it and you will never regret being there.

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### ENRICHMENT MATERIAL-**WRITING AN ARTICLE DESCRIBING A PLACE**

#### (**ADJECTIVES THAT CAN BE USED TO DESCRIBE A PLACE**)

**magnificent**

**luxurious**

**beautiful**

**spectacular**

**scenic**

**bustling**

**picturesque**

**charming**

**fascinating**

**interesting**

**inspiring**

**marvellous**

**fabulous**

**lively**

**crowded**

**peaceful**

**tranquil**

**popular**

**modern**

**touristy**

**homey**

**thriving**

**appealing**

**unique**

**stunning**

**vibrant**

**serene**