

PRE-TASK

Pere Fort is a Press Officer for an important museum in Barcelona and he is organizing an international conference on visual arts. Compare the three messages and answer the following questions about them. Try to find examples that support your answers.

What's the purpose of each message? What's the relationship between the sender and the recipient? How formal or informal are they? What are some of the characteristics of the language used? Any abbreviations? Any formulas (use the box below the four messages)?

Message 1

Dear Pere,

Thank you indeed for everything you've done to work out the problem with Mr. Goodenough.

I have something else to ask you. I know you guys are still working on the conference program, but I would appreciate it if you could give me a hint about the date and time of his plenary/paper.

I look forward to hearing from you.

Yours,

Gastón

Gastón Temporalli
Secretary to the Cultural Aggregate of South Africa

PS: I regret to inform you that Mr. Goodenough is no easy man. He's a man with many responsibilities and slightly demanding sometimes. He lost his life-long lover in a gardening accident and has been through difficult times. He's eccentric but good at heart. Between you and me, you should take it easy with him!

Message 2

Dear Pere,

As we told you, we're planning on joining your conference. We've just learned that there's a possibility to get a discount for the conference fee if we collaborate with you in the organization. Is that so? Who do we need to contact? Are you also responsible for that? Will we get free coffee? And cigarettes? (just kidding)

Thanks in advance for your information.

Betty, Toughy, and Greg (the 3 brightest M.A. students ever !)

PS: We regret to inform you that many more questions will come ;) **We're excited about coming to Barcelona !**

Message 3

Hello Pere,

Thank you very much indeed for the press dossier about the conference. Once again you saved my life ! I owe you one, mate !

I'm really looking forward to seeing you in Barcelona.

Take care,

Alicia

Alicia Tao
Press Officer

PS: Btw, how are Pat and the kids doing? Did you finally quit smoking? You know my lips are sealed, but you should do so before Pat finds out ! I'm attaching a picture of you making a fool of yourself with your Roman legion outfit at the pool party back in July. I promise I won't circulate it !!!

Message 4

Dear Pedro,

*Thanks for your prompt response. Always so efficient !
I'm so glad they made you responsible for organizing this!*

I'm afraid it's not clear from your message whether we're still on time to register for the conference. We would appreciate it if you could confirm this.

*I'm sorry for contacting you so late. We understand you must be really busy with the conference coming up so soon !
I thank you in advance for your generous help.*

Linda

Formulaic language

Look back at the messages and write the expressions which perform the following functions:

	Requesting	Apologizing	Thanking	Advising
Message 1				
Message 2				
Message 3				
Message 4				

TASK-CYCLE**Task**

First in pairs in the classroom (message 1) and then individually at home (message 2), write an appropriate answer to each message by following the instructions provided.

E-mail message 1 (in class, in pairs)

You're Pere and you've received the following request from a very good colleague at the University of Sao Paulo:

O meu Pedrinho,

No program yet? Could you send it directly to my boss as soon as it is ready? You'll find the receipt of the bank transfer in the attachment !

Gotta go!

Un pato,

Carlinhos

Write an e-mail to tell your colleague that:

1. The program was ready two weeks ago but you simply forgot (say sorry).
2. Ask for more information about the name and address of his boss.
3. Say thanks for the bank transfer receipt.
4. Correct his attempt at writing Catalan. Advise him to use "Digui, digui".

E-mail message 2 (AT HOME, individually – please SEND it to PereFortMail@gmail.com)

The press officer at the Guggenheim museum in New York is writing to Pere about the conference. Pere has known her for several years and even met with her a couple of times:

Hola Pere,

Here's the attachment with the slides (in JPG format) that you asked me for. Please remember not to publish them until I tell you so. If you do, they'll fire me (although that may actually not be so bad !).

Hugs,

Susan

P.S; How are the kids doing? And Pat? And you? And Roibos?

She forgot to include the attachment with the slides. Write back to her and:

1. Thank her for her quick response to your request.
2. Ask her to send you the image files again and also confirm that you'll not be publishing them.
3. Say you're sorry you forgot to tell her that Roibos (your parakeet), whom she loved so much, is dead. You left him outside in the balcony one cold winter night.
4. Advise her to stick to (keep) her job until the crisis is over.

Report

The pairs can read their message aloud and get feedback from their teacher and classmates.

The rest of the class members should give their opinion about the following points:

- 1- Are the salutations and closings appropriate?
- 2- Have the appropriate 'formulae' been used?
- 3- Is the register appropriate?
- 4- Is the message clear and concise?

LANGUAGE FOCUS**Modals**

Choose the most appropriate modal for each request formula.

- 1- I _____ **like** to know the name and address of the head of the Arts section.
- 2- Please _____ you send me the information by regular mail?
- 3- You _____ try to give us an answer as soon as possible.
- 4- We _____ **like** to thank you indeed for all your help.
- 5- _____ **it be possible** for you to send some images files?
- 6- _____ you please send me some slides and your catalogue?
- 7- _____ **you mind** sending me a copy of all the press releases published about the exhibition?
- 8- I _____ **appreciate** your feedback on the exhibition.
- 9- We _____ to inform you that we will not be able to attend the conference afterall.

<p style="text-align: center;">could would can should (nothing)</p>
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