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ANSWER SITUATIONS

Talk about the situation with a partner and decide if you need to request information, give advice, recommend, criticise, congratulate or apologise.

Situation 1: Your friend is going to have a baby.

Hi, just to let you know, I'm pregnant. We are expecting twins at the end of September. We wanted you to know, but we are keeping it a secret until we have spoken to our parents.

Situation 2: You forgot to go to a first date with a girl/boy you met last night.

Hi, I have no idea what happened last night, but I was waiting in the restaurant for over an hour. I hope nothing bad has happened or you had better have a decent excuse.

Situation 3: Your friend is asking you for a big favour.

This is a bit awkward, but I need to borrow some money to cover the costs of my business. With the COVID-19 situation I am a little short of cash. Let me know if you can lend me a hand.

Situation 4: You have missed a deadline with an assignment at university.

*To whom it might concern,
Assignments were due last week and I received everyone's apart from yours. Could you let us know what happened and when we can expect to receive the assignment? I hope you realise that there is a 40% penalty for being late.*

Situation 5: You need to find out what homework was set yesterday.

Hi. I know you couldn't make it to class yesterday. Let me know if you want me to tell you what you need to catch up on. Jimmy

Situation 6: Your travel agency needs to change your hotel booking.

*Dear Sir/Madam,
It appears that we have made an error with your hotel reservation and we regret to inform you that instead of a 5 Star hotel, we will need to place you in a 2 Star. We won't be able to return you any of your payment. Sorry for the inconvenience.*

Situation 7: I'm thinking of coming to London to do a university degree.

Hi, I'm considering accepting a place at the University of London. Could you tell me what it's like to study in London and if you think I will get on well there?

Situation 8: Your cousin is angry with you for forgetting their birthday

What on earth happened last Saturday? You know it was my birthday and you didn't ever give me a ring! I wasn't expecting a luxurious present, but it is completely out of order to not call me or ask if I fancied going out for a drink. I'm really upset.