

1C Li Ching Ha

6 Shek Lei Street
Kwai Chung
The New Territories

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Ms. Lily Fung
8/F, 280 Castle Peak Road,
Hong Kong

Dear Ms. Fung,

I am writing to enquire more information about the general English lesson. I got interested in it after seeing an advertisement about it. As a form one student, I hope to prepare for my English exam in June. Being an intermediate learner, my average score of English tests or examinations is around eighty.

First of all, I would be grateful if you could inform me if the teachers can speak in Cantonese because I will understand the lesson better if they do not just communicate with students in English. Furthermore, I would like to know what I will learn in each lesson and how long each lesson lasts. Since I have a short attention span, I would appreciate it if there is a short break during the lesson.

Secondly, I would also like to know on which days of the week the lessons are. Moreover, if I am sick or absent, can I change the time? I would therefore be interested in knowing whether there can be any make-up lessons.

Finally, I would like to know if there are any discounts for students. What is more, I would like to ask if the payment is in advance, or I should pay money after each lesson I have. I hope you might also let me know whether I need to pay extra money for the learning materials as I am on a tight budget. Besides, it will assist me if I know whether the lessons are conducted on Zoom or face-to-face. Since I have a little sister who always cries, I would prefer face-to-face lessons. I would like to know where your centre is.

In conclusion, I would like to thank you for your kind attention, time and assistance. I am looking forward to your reply at your earliest convenience.

Yours sincerely,

Angel Li

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