

## EMAIL WRITING – 50 ÜBUNGEN (A2–B1)

### Themen:

- ✓ formelle Sprache
  - ✓ Grammatik
  - ✓ typische Fehler
  - ✓ Satzbau
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### ♦ TEIL 1: MULTIPLE CHOICE (1–15)

1. \_\_\_ Mr Brown,  
a) Hi  
b) Dear  
c) Hello
2. I am writing \_\_\_ ask about your course.  
a) for  
b) to  
c) at
3. Could you please \_\_\_ me more information?  
a) send  
b) sending  
c) sent
4. I would like \_\_\_ your course.  
a) join  
b) to join  
c) joining
5. How much \_\_\_ the course cost?  
a) do  
b) does  
c) is
6. I look forward \_\_\_ your reply.  
a) to  
b) for  
c) at

7. Thank you \_\_\_ your help.  
a) to  
b) for  
c) at
8. I am very interested \_\_\_ your course.  
a) on  
b) in  
c) at
9. Could you \_\_\_ me the details?  
a) sending  
b) send  
c) sent
10. I would like to know when the course \_\_\_\_.  
a) start  
b) starts  
c) starting
11. Please send me some \_\_\_\_  
a) informations  
b) information  
c) inform
12. Do you have a place \_\_\_ me?  
a) for  
b) to  
c) at
13. I am writing to \_\_\_ you.  
a) informe  
b) inform  
c) informing
14. I would like to know what I have to \_\_\_\_  
a) bring  
b) bringing  
c) brought
15. Best \_\_\_\_  
a) regard

- b) regards
  - c) regardes
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 ◆ **TEIL 2: LÜCKENTEXT (16–30)**

Setze richtig ein:

- 16. I am writing \_\_\_ ask for information.
  - 17. Could you please \_\_\_ me details?
  - 18. I would like \_\_\_ join your course.
  - 19. How much \_\_\_ it cost?
  - 20. I look forward \_\_\_ your reply.
  - 21. Thank you \_\_\_ your time.
  - 22. I am interested \_\_\_ your course.
  - 23. Do you have a place \_\_\_ me?
  - 24. What do I need to \_\_\_ with me?
  - 25. When does the course \_\_\_?
  - 26. I would also like \_\_\_ know the schedule.
  - 27. Please \_\_\_ me the information.
  - 28. I am writing \_\_\_ inform you.
  - 29. I look forward \_\_\_ hearing from you.
  - 30. Best \_\_\_
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 ◆ **TEIL 3: FEHLER KORRIGIEREN (31–40)**

- 31. I want informations.
- 32. I am writing to informe you.
- 33. How much the course cost?
- 34. Send me details.

35. Hi Mr Brown
  36. I look forward for your reply.
  37. I would like join your course.
  38. Do you have place for me?
  39. I am interesting in your course.
  40. Thanks for your time. (formell!)
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 **◆ TEIL 4: SATZ UMBILDEN (41–50)**

Formuliere höflich:

41. Send me information.
  42. Tell me the price.
  43. I want to join.
  44. Give me details.
  45. When does it start?
  46. I want to know the schedule.
  47. I need information.
  48. Is there a place for me?
  49. What do I need?
  50. Answer me soon.
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  **LÖSUNGEN**

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 **TEIL 1**

1. b
2. b
3. a

4. b

5. b

6. a

7. b

8. b

9. b

10. b

11. b

12. a

13. b

14. a

15. b

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✓ **TEIL 2**

16. to

17. send

18. to

19. does

20. to

21. for

22. in

23. for

24. bring

25. start

26. to

27. send

28. to

29. to

30. regards / wishes

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✓ **TEIL 3**

31. I want **information**.

32. I am writing to **inform** you.

33. How much **does the course cost**?

34. **Could you please send me details?**

35. **Dear Mr Brown,**

36. I look forward **to** your reply.

37. I would like **to join** your course.

38. Do you have **a place available** for me?

39. I am **interested** in your course.

40. **Thank you very much for your time.**

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✓ **TEIL 4**

41. Could you please send me information?

42. Could you please tell me the price?

43. I would like to join your course.

44. Could you please give me details?

45. Could you please tell me when it starts?

46. I would like to know the schedule.

47. I would like some information.

48. Do you have a place available for me?

49. Could you please tell me what I need?

50. I look forward to your reply.

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 **BONUS-TIPP**

 Für Schüler:

**Die 5 wichtigsten Sätze merken!**

- I am writing to...
- I would like to...
- Could you please...
- I look forward to...
- Thank you for...