

INTRODUCTION, EXAMPLES AND HELP FOR WRITING PET LEVEL

WRITING Part One



What is the task

For Part 1 of the writing test, you will be asked to write an email of about 100 words. You will be given an email to respond to and there will also be 4 notes added to the email. You will answer the email and include all the things that have been written in the notes. You **must** answer this question.

How to do the task

Read the email and the notes that you have been given. Remember, you must respond to **all** the information that you have been given. Make sure that you write about 100-120 words. If you don't write enough, you will lose marks and it probably means that you have not included all the necessary information. If you write too many words you will not get more marks and you are more likely to have written information that is not needed in your response. You could lose marks for that. It is very important that you write clearly. If the examiner cannot read your writing, you will lose marks. Also, you must check your spelling and punctuation when you have finished writing your email. Make sure you know **who** you are writing to, **why** you are writing, and include the four notes.

Let's practise!

Look at the email below and correct any spelling errors, or any punctuation mistakes that you can find.

New message

Dear *sophie*,

how are you I'm writing to invite you to my birthday party next week. *Its* in *Newbury Road* and we are going to have a great time. I really hope you can come. I have invited lots of people that you *allready* now so you can see all your old School friends,

How was your holiday? *Im* sure you must have had a wonderful time in *suny* Spain.

Write back to me as soon as possible?

Your friend!
Jane

Send

Now look at the corrected version. Did you find all the mistakes?

New message

Dear *Sophie*,

How are you? I'm writing to invite you to my birthday party next week. *It's* in *Newbury Road* and we are going to have a great time. I really hope you can come. I have invited lots of people that you *already know*, so you can see all your old school friends.

How was your holiday? *I'm* sure you must have had a wonderful time in *sunny* Spain.

Write back to me as soon as possible.

Your friend,
Jane

Send

EXAM PRACTICE

You **must** answer this question.

Write your answer in about 100 words.

Question 1

Read this email from your English speaking friend, Sam, and the notes you have made.

Write your email to Sam using all the notes.

EMAIL

From: Sam

Subject: Your visit

Hi Angela,

Answer...

I'm really looking forward to your visit. How long has it been since we last saw each other? I'm trying to think of fun things to do when you get here. You said you would like to go to London. Is there anything special that you would like to do there?

Choose...

Dad said he would take us on a day trip to either Oxford or Cambridge. Which one would you prefer?

Suggest...

Also, are you still a vegetarian or do you eat meat now?

Email me soon,
Sam

Explain...

Model Answer

Hi Sam,

It was great to hear from you. Can you believe it has been 8 months since we last saw each other?

If we go to London, I would love to go to London Zoo and, if it's possible, maybe we could go on a boat trip on the river Thames. That would be a wonderful way to see some of the famous London sights.

I've always wanted to go to Cambridge, too. It's such a famous town. Please say thank you to your Dad.

Don't worry, I'm not a vegetarian anymore, but I only eat chicken and fish. I don't like red meat.

See you soon,
Angela

(109 words)

WRITING Part Two



What is the task

In Part 2 of the Writing test, you have the choice between writing an **article** or a **story**.

Again, you will need to write about 100 words.

How to do the task

The first thing you need to do for Part 2 is to quickly decide which question you would like to answer. Read both of the questions and then think which one is the easiest for you to write. Think about the topic of each question and decide which one is of interest to you and which one you think you know more vocabulary for. You might find it easier to write a story than an article. Of course, you should have had lots of practice writing both types of task before you take the exam. Try to use different tenses, expressions and vocabulary and organise your writing into paragraphs.

Question 2

Writing an article

When you choose the article option, write down as many ideas as you can that you want to include in your article. This is called *brainstorming*. Then choose what you want to include in your writing and put them in a logical order.

You will need:

an **introduction** in the first paragraph,
then **two paragraphs** that develop your ideas
and a final paragraph for your **conclusion**.

Let's practise!

Look at this question:

You see this notice on an English-speaking website.

Articles wanted!

If you could live in your perfect home:

- Where would it be?
- What type of home would it be?
- Who would you live with?

Write your **article**.

Now, using the information below to help you, write an article for the website.

Notes:

location: by the sea/in a village
type: big, 5 bedrooms, large living room, big kitchen,
garden, view of sea, balconies
live with: my family and 2 dogs

Useful vocabulary and expressions:

beautiful/peaceful location sea view fresh air
relaxing dog walks modern decoration comfortable
air conditioning central heating friendly neighbours

EXAM PRACTICE

Write your answer in about **100 words**.

Question 2

You see this notice on your school's notice board.

Articles wanted!

Young people and stress

- What do young people worry about?
- Who can they turn to for advice?
- What can they do to relax?

**The writer of the best article will win
a free gym membership!**

Write your **article**.

Model Answer Young People and Stress

It is often said that young people lead very stressful lives.

First of all, teenagers worry a lot about schoolwork and exams. Also, teenagers often worry about their appearance and usually they don't feel very confident.

Young people can get advice from friends and family and also from their teachers. But sometimes they don't like asking anyone for advice.

Finally, it is very important for young people to find time to relax and enjoy themselves. They might want to play a sport, listen to music or spend time chatting with their friends. What is important is that they find a way to feel better.
(108 words)

Question 3

Writing a story

For the story, you will be given a sentence to start with. You must then continue the story with clear links to the opening sentence.

You need to look at any names or pronouns that are used in the opening sentence and make sure that your story uses the same people or situation. For example, if the story begins with 'she', 'he' or a name, you must continue with the same person. Again, you will need to write about 100 words.

Let's practise!

Look at this exam question:

Paul took off his shoes and walked into the water.

Now we can quickly brainstorm some ideas:

Notes:

walking on beach
hears someone shout 'help'
sees child in sea
rescues them

Useful vocabulary:

summer's day relaxing walk
sandy beach unexpected noise
terrified act quickly
rescue be a hero

Now using the information above to help you, write the story.

EXAM PRACTICE

Write your answer in about **100 words**.

Question 3

Your English teacher has asked you to write a story. Your story must begin with this sentence:

When Jenny looked out of the window, she couldn't believe her eyes.

Write your story.

Model Answer

When Jenny looked out of the window, she couldn't believe her eyes. There was an elephant walking down the street! Jenny closed her eyes and opened them again. She thought she must be dreaming.

The elephant was walking very slowly and was quite relaxed. It stopped at an apple tree and started to eat the fruit. Then, Jenny saw two men running towards the elephant. One of the men was dressed as a clown.

Jenny realised that they had come from the circus that had just arrived in town the day before. The elephant must have escaped.

It was the strangest thing she had ever seen in her life.

(109 words)

WRITING TEST PART 1:

PART 1

You **must** answer this question. Write your answer in about **100 words**.

Question 1

Read this email from your English-speaking friend, Ben, and the notes you have made.

EMAIL

From: Ben

Subject: Your visit!

Hi John,
Can't wait to see you next week. Can you confirm you are arriving at 1pm?
Also, tell me what things you would like to do when you come. What places would you like to visit? Also, Mum wants to know what food you'd like to eat.
Finally, what would you like us to do in the evening?
I'm sure we'll have a great time.
See you soon,
Ben

Tell Ben → (points to "I'm sure we'll have a great time.")
Suggest... → (points to "Finally, what would you like us to do in the evening?")
Right! → (points to "Can you confirm you are arriving at 1pm?")
Explain → (points to "What places would you like to visit? Also, Mum wants to know what food you'd like to eat.")

Part 1 WRITING TUTOR

Writing Ideas

- Make a note of any questions asked in the email.
- Create an answer for each question.
- Ask questions yourself. (eg. *Can you come and pick me up?*)
- Use vocabulary relating to places and entertainment.
museum, art gallery, theatre, cinema, concert, restaurant
- Also, use vocabulary relating to food and eating.
fast food, meat, chicken, fish, vegetarian, ice cream, pizza
- You can use phrases like: *Do you think, Why don't we, I would like to, What do you like*

Suggested Structure

- **Paragraph 1** – Thank Ben for the email or say how happy you are to receive an email from him. Answer his first question.
- **Paragraph 2** – Answer Ben's other questions and any ideas you have that can go with your answers.
- **Paragraph 3** – Write your own suggestions and questions that go with them.
- **Paragraph 4** – Write any extra information that you think that Ben and his mum need to know.

WRITE YOUR ANSWER FOR PART 1:

PART 2

Choose *one* of these questions. Write your answer in about 100 words.

Question 2

You see this notice on an English-language website.

Articles wanted!

Your city/town

Where do you live?

What can people see and do there?

What do you like most about your city/town?

Write an article answering these questions.

The best article will win a prize.

Write your article.

Part 2 WRITING TUTOR

Writing Ideas

- Read the question properly and make note of what is required.
- Think of where you live. *Is it a big place? Is it a beautiful place?*
- Think of the things you can see and do there.
*Are there any museums and old buildings?
Also, is there a big shopping area?*
- You can use phrases like: *there are lots of shops, my town has a large castle, the restaurants are very good.*
- Think about why you like your town.
- You can use vocabulary like: *friendly, safe, clean, quiet*

Suggested Structure

- **Paragraph 1** – Introduce your town/city by saying if it's big or small and one general piece of information about it.
- **Paragraph 2** – Write a sentence about one of the things you can see or do there.
- **Paragraph 2** – Write about something else that people can see or do.
- **Paragraph 3** – Give two or three reasons why you like your town.
- **Paragraph 4** – Finish off with a closing comment.

Question 3

Your English teacher has asked you to write a story. Your story must begin with this sentence:

I was really worried about the journey.

Write your story.

Part 3 WRITING TUTOR

Writing Ideas

- You need to use your imagination.
- Ask yourself what sort of problems you can have, or why you would not enjoy a journey.
- Think about what kind of journey you're going on.
- Are you going on a bus or train journey? Or are you going to fly (to another country)?
- Maybe use phrases like: *I'm afraid of flying, I don't like heights, I have never travelled on my own before, I get sick when I travel by [bus, train, car].*
- Imagine how you would feel during the journey and what you would do to pass the time. Maybe listen to music, read a book, play games, talk to other passengers.

Suggested Structure

- **Part 1** – Use the sentence given and say **why** you were worried. Also say what the purpose of the journey was.
- **Part 2** – Say what happened at the beginning of the journey.
- **Part 3** – Explain how you felt as you started your journey.
- **Part 4** – Now write about your trip and how you felt.

WRITE YOUR ANSWER FOR PART 2: