Writing skills

5 General Training Writing Task 1 – A letter

In this unit you will practise:

- understanding the task
- organising your response
- improving your score
- checking and correcting

1 Understanding the task

For General Training Writing Task 1, you will be asked to write a letter. The letter must be written in the correct style:

- informal (if you are writing to family or friends)
- semi-formal (if you are writing to a work colleague you know well)
- formal (if you are writing to a business or a local newspaper)

Test Tip In the General Training Writing Test, you must manage your time well. Writing Task 2 is worth twice as many points as Writing Task 1, so you must only spend 20 minutes on Writing Task 1. Take a reliable watch into the exam with you. You won't be allowed to take your mobile phone into the exam room.

1.1 Complete the table with these phrases, according to which part of a letter they belong to and what style they are.

1 Hi Mum.
2 I look forward to your reply
3 Dear Mike
4 Lots of love
5 I'm afraid I won't be able to attend the meeting next week.
6 Thanks for the parcel, it just arrived!
7 Yours sincerely
8 Dear Sir or Madam
9 Kind regards
10 I'm writing in response to your advertisement.
11 I can't wait to see you next week.
12 I'm looking forward to getting back to work.

	informal	semi-formal	formal
greeting			
opening statement			
closing statement			
ending			

LIVEWORKSHEETS