

WRITING PAPER

CAE

- 1 Work with a partner. Look at email extracts A-D.
Answer the questions for each email.

- 1 Is it informal or formal?
- 2 Who wrote it?
- 3 Who was it written to and why?



A Then for the last week, I'll have a holiday and I'm going to spend it in Prague. I've got a friend who went there last year and she said it's great – a beautiful city, really friendly people and lots to do. What could be better after my holiday job? I'll tell you all about it when I get back.

B I apologise for the delay in replying to your email of October 6. However, I am pleased to confirm that you have been accepted on Module A503. You will receive an Information Pack, giving details of the course and your accommodation, within the next ten days.

C Thanks for your email with all your latest news. It's a real shame you missed the party – it was great. You know that guy who goes to the sports club on Saturdays? Well, he was there – gorgeous or what! I got talking to him and he's just as nice as he looks. I hope you're feeling better now and ...

D Thank you for your application. Your film club membership is being processed. If you have already paid your membership fee, a receipt will be sent to you within 24 hours.



2 There are many set phrases which we can use in formal or neutral writing. Decide what the purpose is for each of these phrases, and whether they are formal or informal.

- 1 It was wonderful to read all your latest news.
referring back to a previous letter (informal)
- 2 With reference to your letter dated July 9th ...
- 3 I'm really sorry I've taken so long to get back to you but ...
- 4 We apologise for the delay in replying to your letter of October 9.
- 5 Thanks for writing and telling me all about your plans for the summer holidays.
- 6 I am extremely grateful for the advice you gave me concerning ...
- 7 It's really kind of you to invite me to the wedding and I'd love to come.
- 8 Please do not hesitate to contact me should you need further information.

Write your answers here:

3 Now think of two phrases, one informal and one formal, for each of these categories.

- refusing an invitation
- congratulating
- giving your opinion
- giving advice

Write your answers here:

