

# WRITING- EXAM TASK

4 Here are some more examples of phrases from formal writing. Complete the words.

- 1 I *would* be g ..... if you c ..... send me f ..... information about ...
- 2 Please could you a ..... r ..... of this letter.
- 3 Please find my CV a ..... to this email.
- 4 I w ..... very much a ..... an early r ..... to my letter.
- 5 I look f ..... to h ..... from you at your e ..... c .....

EX 4:

## Corpus spot

The *Cambridge English Corpus* shows that advanced students often have problems with appropriate language. Formal writing often requires you to be firm, while remaining diplomatic.

Grade these sentences, which exam candidates have written, in accordance with the key. Then discuss ways in which you could improve some of them.

- ✓ firm and tactful
- ? might be OK but could be improved
- ✗ likely to antagonise the reader and needs to be improved

- 1 I must admit the level of service didn't live up to my expectations, so after a few days I became totally disinterested.
- 2 People may not be aware that breakfast is the main meal of the day and therefore they are stupid.
- 3 But the worst thing was your canteen. The food there was awful and disgusting, it could hardly be eaten.
- 4 Unfortunately, I was not quite satisfied with my job and the conditions of my employment were not appropriate.
- 5 I hope you treat this seriously and I want a refund for your overpriced tour.
- 6 As a resident of this town, I feel that some suggestions can help to avoid the problems mentioned above.
- 7 I am very grateful for your reply and for all your help.
- 8 I would be happy if you could ask your kids to be quieter.

**Write your answers here**

**5 Read this task carefully. Underline the most important points.**

**You have seen this notice in an international magazine.**

We are running a series of articles on the importance of living life to the full.

Readers are invited to write **a letter** to the magazine giving their opinions on this topic. We would like to hear why you think it is important to live life to the full, how best to achieve this aim and what in your opinion prevents some people from living life to the full.

**6 Now start planning your letter with a partner. Discuss these points.**

- content – What main points will you include?
- language – Which phrases are most appropriate?
- organisation – How can you organise the content into different paragraphs?
- connecting words – How will you link clauses, sentences and paragraphs?
- style
- the opening and closing of the letter

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- 7 Write a first draft of the letter in 220–260 words. Then, exchange first drafts with another pair of students and check through it, using the information in the Exam advice box.

**Write your answer here:**



## EXAM ADVICE

The purpose of your writing should be clear and it should have a positive effect on the reader. This is what the examiners are looking for. When you check through your writing, use the following checklist.

Have you ...

- checked for errors?
- used language naturally?
- used a good range of vocabulary?
- checked the spelling?
- used a range of grammatical structures?
- fully completed the task?
- used a range of linkers?
- used an appropriate and consistent style?
- made sure no important information is left out?

