# Writing part 2

**In part 2, you**:

- Are asked to write a short message of between 35 and 45 words in the form of an email, note, postcard, etc.
- Are told who you are writing to and why.
- Must include three content points which may ask you to thank, invite, suggest, explain, apologise, etc.
- Should open and close the letter in a suitable way (e.g. Hi, best wishes).
- Can get a maximum of 5 marks for this part.

Do not spend too long on this part or you may not have enough time to answer the longer part 3 writing task where you can get a maximum of 15 marks.

**Part 2 tests your ability to:**

- Read and understand a task.
- Write a clear message within a word limit.
- Organise and connect your ideas well.

**You must**:

- Include all three content points or you won't be given more than 3 marks, even if it is a very good answer.
- Make sure your message is clear.
- Be careful with your grammar, punctuation and spelling.
- Remember that short forms like don't count as two words.
- Write your answer in pencil on the answer sheet.

**You mustn't**:

- Write a lot more than 45 words or your answer might not be as clear as a shorter answer.
- Write less than 35 words. A short answer is unlikely to include all three content points. If you write 25 words or less, you won't be given more than 2 marks.

## How to do part 2

1. Read the task very carefully. Underline the following:

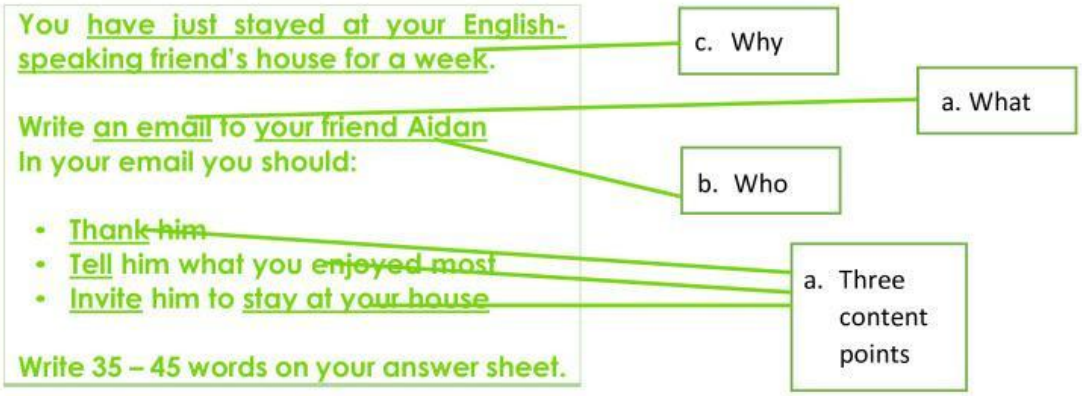
   Why you are writing

   What you are writing

   Who you are writing to

   The three content points


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2. Think of some ways to communicate each content point and note them down, e.g. Thank you ever so much for …
3. Think about how you can connect your ideas with words like *but, and* or *because*.
4. Decide how you are going to open and close your message. Think about whether the message is formal or informal.
5. Write your complete text, including all three content points. Look back at the question, if necessary.
6. Don't waste time writing a rough copy. Remember you will need to leave enough time to do writing part 3.
7. Read the question and your answer again. Make sure you have:
   - Included all three content points.
   - Written a clear message and connected your ideas.
   - With and, but, etc.
   - Checked you haven't made mistakes with grammar, spelling or punctuation.
   - Opened and closed the message in an appropriate way.
   - Written 35—45 words.

| | **Uses** |
|---|---|
| Capital letter | For the personal pronoun I.<br>The first letter of a sentence: Think about the positive things that will happen.<br>The abbreviations: WWE, WWF, AIDS.<br>For titles of books, films, etc.: 3 Idiots.<br>For nationalities, countries, religions, names, languages, places, events, days, months, titles: Peru. America, etc. |
| Full stop UK/ period US | The end of a sentence: they are singing alone.<br>Sometimes after an abbreviation: South Rd. / Mr Black/ Dr Evans. |
| Comma | Between items in a list: we need some apples, mangoes and watermelons.<br>To show a pause in a long sentence: they didn't want to eat before I'd arrived, but I was an hour late.<br>When you want to add extra information: the woman, who I'd met last week, waved as she went past. |


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| | |
|---|---|
| Apostrophe | For missing letters: don't, I'll, it's.<br>For possessives: Paul's bike.<br>Note: words ending in 's' don't need another 's' added: Luis' room. |
| Hyphen | To join two words together: three-day vacation. |

In the PET writing **part 2** exam you may have to thank someone, explain, invite, apologise, suggest, ask for something, etc.

**Ways of thanking someone**
Thank you / thanks (ever so much) for (giving me) such a nice present.
It was very kind of you to give me such a nice present. (formal)

**Ways of explaining**
I can't come to your party because I have to study for my exams.
I have to study for my exams. That's why I can't come to your ...

**Ways of inviting**
I'm going to the new Turkish restaurant. Would you like to come?
I'm going to the new Turkish restaurant. I'd like you to come.

**Ways of apologising**
I'm so sorry for breaking your camera.
I'm so sorry that I broke your camera.

**Ways of suggesting**
Why don't we go to the cinema?
How/what about (going to) the cinema?
Shall we go to the cinema?

**Ways of asking**
Can I borrow your camera, please?
Could you lend me your camera, please?
Would it be possible to borrow your camera, please?

**Describing (What is …. like? = description)**
My new flat's got four bedrooms, a big and nice living room and a great yard.


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## FORMAT

| | |
|---|---|
| **Greetings** | Hello/Hi Ricardo, |
| **Body** (answer shortly, clearly and fully the 3 questions asked) | **Ways of thanking someone**<br>**Ways of explaining**<br>**Ways of inviting**<br>**Ways of apologising**<br>**Ways of suggesting**<br>**Ways of asking**<br>**Describing** |
| **Closing** | Best wishes,<br>Dom |

Make sure your format is clearly divided into 3 paragraphs. The visual impression of the format is really important.

Since it is only 35 – 45 words, make sure you do not exceed the limit and write no less than 35 words. Be short and direct in the body paragraphs.

## EXAMPLE

You have just moved to a new flat. Write an email to your English friend, Pierre. In your email you should:

- Say where your new flat is
- Describe what the flat is like
- Invite Pierre to visit you

Hello Pierre,

I'm now living in a new flat in the town centre! It's lovely – my parents wanted to buy it to give us more space. It's got four bedrooms, a big and nice living room and a great yard. Would you like to come and visit? You'd really love it.

Best wishes,
Dom


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## Exercises

**A. You have just had a wonderful holiday staying with some English-speaking friends in the countryside.**

Write an email to your friends. In your email, you should:
- Thank them for your stay
- Say what you most enjoyed about the countryside
- Suggest where you could meet each other next time

Write **35 – 45 words** on your answer sheet.

**B. You are on holiday in the mountains and have just bought this postcard to send to your friend Willow in Britain.**

In your postcard to Willow, you should:
- Explain when your holiday started
- Tell Willow where you are staying
- Say what you are enjoying most about the holiday

Write **35 – 45 words** on your answer sheet.

**C. You would like to borrow a book from your Australian friend Xavier.**

Write an email to Xavier, you should:
- Tell Xavier which book you would like to borrow
- Explain why you need to borrow this book
- Say how long you need the book for

Write **35 – 45 words** on your answer sheet.

**D. You have recently moved to a town and have bought a postcard of the town to send to your penfriend.**

In your postcard to your friend, you should:
- Explain why you have moved
- Tell your friend what facilities the town has
- Say what you dislike about living there

Write **35 – 45 words** on your answer sheet.

**E. You agreed to meet your English – speaking friend tomorrow, but now you can't go.**

Write an email to Jake. In your email, you should:
- Apologize
- Explain why you can't meet
- Suggest meeting another day

Write **35 – 45 words** on your answer sheet.

**F. You agreed to meet your English – speaking friend tomorrow, but now you can't go.**

Write an email to Jacob. In your email you should:
- Tell Jacob where you saw the film
- Describe something exciting that happened during the film
- Invite Jacob to go with you to the next film you see.

Write **35 – 45 words** on your answer sheet.


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**G. You are going to meet your cousin Danny at the station but you have never meet her before.**

Write an email to Danny. In your email, you should:
- Describe yourself
- Ask Danny to describe herself
- Suggest a place to meet in the station

**Write 35-45 words.**

**H. Your English friend, will, has sent you some birthday money for you to buy an Mp3 player.**

Write an email to will. In your email, you should:
- Thank will for the present
- Say which Mp3 player you are going to buy
- Explain why you have chosen this Mp3 player

Write **35 – 45 words** on your answer sheet.

**I. You have invited you English friend tammy to stay with you next month, but you now need to delay the visit.**

Write a card to send to tammy. In your card you should:
- Apologise to Tammy
- Explain why the visit has to be delayed
- Suggest when it would be convenient for tammy to come

Write **35 – 45 words** on your answer sheet.

**J. You are going to spend time with your Scottish friend Neil next Friday.**

Write an email to Neil, in your email, you should:
- Arrange to meet Neil next Saturday
- Suggest something you could do together
- Say how long you will be able to spend with him

Write **35 – 45 words** on your answer sheet.

**K. You visited an English friend's house at the weekend and you think you left a bag there.**

Write an email to your friend. In your email, you should:
- Explain what has happened
- Describe the bag
- Say what is inside the bag

Write **35 – 45 words** on your answer sheet.

**L. Your friend has asked you to play tennis on Sunday but you can't.**

Write an email to your friend. In your email, you should:
- Apologise
- Say why you can't play tennis
- Suggest another time to play

Write **35 – 45 words** on your answer sheet.


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