English Writing Exercises for B1 – A formal letter

Preparation

Writing Strategy 1

– If you know the name of the person you are writing to, start with *Dear Miss / Mrs / Ms / Mr …*, and finish with *Yours sincerely*, followed by your signature and your full name.

– If you don't know the name of the person, start with *Dear Sir or Madam*, and finish with *Yours faithfully*, followed by your signature and your full name.

1. **Read Writing Strategy 1. Then write the two missing words at the start and end of the letter**.

Dear Sir or 1……,
I am writing to enquire about the possibility of renting Hillside Cottage for three weeks in the summer.
I will be travelling to the Lake District with my parents and brother. We plan to arrive in London on 14 July, but do not wish to hire a car. I would be grateful if you could inform me of the best way to reach the cottage by public transport.
Although the advertisement states that the cottage has two bedrooms, it is not clear whether the second room is large enough for two people to share. I wonder if you could clarify this point.
Finally, I would like to know what leisure activities are available in the area surrounding the cottage. We are particularly interested in house riding.
I look forward to receiving your reply in due course.
Yours 2……,
Tom Bradely

2. **Match the letter a-h to the informal words 1-8**

a. I would be grateful if	b. inform me	c. clarify
d. receiving your reply	e. in due course	
f. to enquire	g. parents	h. do not wish to

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1 to ask about

2 mum and dad

3 we don't want to

4 it would be good if

5 tell me about

6 make clear

7 getting your answer

8 soon

Writing Strategy 2

1 Divide your letter into paragraphs.

2 In the first paragraph, which can be a single sentence, say why you are writing.

3 Each paragraph should have its own topic. It is usually best to deal with the four points in the task in four separate paragraphs.

4 In the final paragraph, which can be a single sentence, say that you expect a reply.

5 Avoid colloquial language and short forms.

3. Read Writing Strategy 2. Then read the task and answer the questions below.

You are planning to visit the Lake District this summer with your family and have seen an advertisement for a cottage. Write a letter to the owner in which you:

– give information about the people travelling.

– ask about travelling to the cottage.

– request information about the bedrooms.

– ask about leisure facilities in the area.

1 How many paragraphs are in the model letter? ⍰

2 Which two points in the task are covered in one paragraph in the model letter?⍰ and ⍰

1 Divide your letter into paragraphs.

2 In the first paragraph, which can be a single sentence, say why you are writing.

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3 Each paragraph should have its own topic. It is usually best to deal with the four points in the task in four separate paragraphs.

4 In the final paragraph, which can be a single sentence, say that you expect a reply.

5 Avoid colloquial language and short forms.

Writing Guide

You are planning to visit the New Forest this summer with some friends and have seen an advertisement for a campsite. Write a letter to the campsite manager in which you:

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- give information about who will be travelling and when.
- ask about prices and availability.
- give information about leisure activities you would like to do.
- enquire about a specific facility at the campsite.

4. You are going to do the task above. Plan your letter. Make notes using the prompts below to help you.

People travelling: .....
Dates of holiday: .....
Polite request to ask about prices: .....
Polite request to ask about availability: .....
Leisure activities: .....
Campsite facility to ask about: .....

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