

# GENG101 | Guided Writing Practice

Evolve 1 · Units 4–6 · A1–A2 · Liveworksheets

## Worksheet 1 — Formal Email: My Daily Training Routine

**Scenario:** Your training coordinator wants to know about your daily schedule at the academy. Write a formal email describing your morning, training day and evening activities.

**Student instructions:** Complete every blank with **at least three words** where possible. Write your own subject. Follow the email structure. Use present simple and check your spelling. Aim for 50–70 words.

**TO** | \_\_\_\_\_

**SUBJECT** | \_\_\_\_\_

**GREETING** | Dear \_\_\_\_\_,

**INTRODUCTION** | I hope you are doing well. I am writing to tell you about

\_\_\_\_\_.

**BODY 1** | Every morning, I usually \_\_\_\_\_. I arrive at the academy  
\_\_\_\_\_. My lessons begin \_\_\_\_\_.

**BODY 2** | After training, I usually \_\_\_\_\_. In the evening, I  
\_\_\_\_\_. I enjoy my routine because \_\_\_\_\_.

**CLOSING** | Thank you for reading my email. Please let me know if \_\_\_\_\_.

**SIGN-OFF** | Kind regards,

\_\_\_\_\_

**Remember:** To → Subject → Greeting → Introduction → Body → Closing → Sign-off

# GENG101 | Guided Writing Practice

Evolve 1 · Units 4–6 · A1–A2 · Liveworksheets

## Worksheet 2 — Report: A Sports Shop Near the Academy

**Scenario:** Your course instructor wants a short report about a sports shop near the academy. Customers like the quality, helpful staff and prices, but some say the shop is crowded and there are long queues. Write a report with positive points, negative points and your recommendation.

**Student instructions:** Complete every blank with **at least three words** where possible. Create your own report title. Follow the full report structure. Use simple linking words such as *also*, *but*, *because* and *finally*. Aim for 80–100 words.

**TITLE |** \_\_\_\_\_

**INTRODUCTION |** This report is about \_\_\_\_\_. The shop is near \_\_\_\_\_. I want to explain \_\_\_\_\_.

**POSITIVE POINTS |** First, customers like \_\_\_\_\_. The staff are \_\_\_\_\_. Also, the prices are \_\_\_\_\_.

**NEGATIVE POINTS |** However, some customers say \_\_\_\_\_. Sometimes they cannot find \_\_\_\_\_. They also have to wait because \_\_\_\_\_.

**CONCLUSION |** In conclusion, I think the sports shop is \_\_\_\_\_. It is a good place for \_\_\_\_\_.

**RECOMMENDATION |** I recommend \_\_\_\_\_ because \_\_\_\_\_. The shop should also \_\_\_\_\_.

**Remember:** Title → Introduction → Positive Points → Negative Points → Conclusion → Recommendation