

WRITING PART 2: AN EMAIL/LETTER

1 Read about the email / letter in Part 2 of the Writing paper.

In Part 2 of the Writing paper, you choose a task from three possible ones. One of the tasks might be an email / letter. It might be an informal email / letter to a friend, or a formal email / letter, for example to apply for a job. The input to the task might be an email / letter that you have to answer, or a job advertisement or notice that you reply to.

The task will give details about what points you should write about, or it will have questions for you to answer. You should make sure you cover all the points in the task and you should write 140–190 words.

2 Read the exam task. Who should you write an email to? What should you write about in your email? What questions should you answer?

You have received this email from your English-speaking friend, Jo.

I guess you've been in your new home for about a month now. All your old friends are really keen to know how you're getting on. What's your new home like? And are there lots of exciting things to do in the city? Also, have you made plenty of new friends?

Write and tell me all about it!

Jo

Write your **email** in 140–190 words.

3 Study the model answer. Does it answer all the questions in Jo's email? Is the tone formal or informal?

MODEL ANSWER

¹Hi Jo,

²It was great to hear from you! I miss all my old friends, but I'm getting used to living here in Manchester now.

³My new flat is amazing! It's modern and quite big, and it's got a lovely balcony which looks out over a park. There's also a large living room with comfortable sofas and our huge new TV! My room's quite small, but I don't mind that because I'm out during the day, so I only use it for sleeping.

⁴Manchester's a really lively city. Did you know it's the biggest university city in Britain, so there are loads of young people here? There's always something new and exciting to do. I've discovered some amazing music venues where there are live bands.

⁵I've been lucky with friends and I've met some really nice people here. I'm seeing some of them this evening, to go to the cinema, and I know ⁶you'll get on with them when you meet them. When are you going to come and visit me? Let me know when you're free and we can ⁷fix a date.

⁷See you soon,

Ali

¹ uses a suitable greeting

² gives a reason for writing

³ answers the first question

⁴ answers the second question

⁵ answers the third question

⁶ as it is an informal email/letter, uses informal words and phrases

⁷ uses a suitable ending phrase

4 Read the tips.

Remember, to get a good mark for your email or letter:

- you must answer the questions or provide the information mentioned in the input text
- your email/letter should be organised into clear paragraphs
- you should use a suitable formal or informal tone, depending on who the email/letter is to
- you should use a wide range of grammar and vocabulary.

Tip: Vary the expressions you use. For example, if you need to make more than one suggestion, use a different expression to make the second suggestion.

Tip: It is important to use the same formal or informal tone right through the email/letter. For example, in a formal email/letter, don't use any informal expressions, and remember to choose a suitable formal beginning and ending.

5 Read this task. Then decide if the sentences below are true or false.

You see this notice in your college.

Our college wants to organise an event this summer to raise money for schools in developing countries. Below are some of our ideas. Please email me to let me know which you think is the best idea and why. Please also tell us how we should organise the event, to make sure it is a success.

- 1 a fun sports day
- 2 a quiz evening
- 3 a concert

Thank you for your help.

Anna Bradley, Principal

Write your **email**.

- 1 You need to write a notice about the event.
- 2 You have to choose one idea.
- 3 You should explain your reasons for choosing this.
- 4 You should suggest a date for the event.
- 5 Your email is to the college principal.
- 6 You should use an informal tone.

6 Choose the four sentences that are suitable to include in your email in Exercise 5. Why are they suitable?

- 1 I think it's a great idea to raise money for schools in developing countries.
- 2 I would suggest that a fun sport day would be the best option.
- 3 I think a quiz evening would be amazing!
- 4 Loads of people enjoy listening to live music.
- 5 Concerts are extremely popular with lots of people of different ages.
- 6 I think it would be a good idea to keep the ticket price fairly low.
- 7 Why don't you serve food during the event, too?
- 8 I am sure that the event will be a huge success and hopefully it will raise a large amount of money.

7 Choose the correct option in *italics* in this formal email.

(1) *Dear Ms Copeland, / Hi Anne,*

I am writing (2) *because of / in response to* your advertisement for staff to work in your hotel this summer. I am (3) *currently / at the moment* studying hotel management at college and (4) *would love to work / would be interested in working in* your hotel.

I have (5) *learnt all about / studied different aspects of* hotel work as part of my course, and I also have some experience of hotel work as I (6) *was employed / had a job* in a large international hotel in Spain for six weeks last summer. I worked mainly as a waiter, but also (7) *gained some experience as / had a go as* a receptionist when the regular receptionist was ill.

I am friendly and hard-working, and work well as part of a team. I also understand that in a hotel, (8) *keeping the customer happy / customer satisfaction* is vital.

(9) *I would be grateful if you would / Please will you* consider me for a position in your hotel.

(10) *I look forward to hearing from you. / Write soon!*

Joseph Brown

8 Read the exam task. Then read the relevant Key language box and plan your letter.

You see this advertisement in your local newspaper.

Staff wanted for summer work

We require staff to work with our English-speaking guests in our busy hotel this summer.

We are looking for people for the following roles:

- Waiter
- Coffee bar assistant
- Receptionist

Write to Maria Simpson at Top Beach Hotel saying which job interests you and why, and explain why you would be suitable for the job.

Write your **letter**.

KEY LANGUAGE FOR INFORMAL EMAILS AND LETTERS

Opening an informal email/letter:

Hi, Hi there, Hi (Jack), Dear (Jo)

Giving reasons for writing:

Thanks for your letter/email. It was great to hear from you.

Referring to something mentioned in the email/letter:

You said in your email/letter that ..., You mentioned that ..., You asked whether ...

Making suggestions / giving advice:

Why don't you ...? You could always ... I think you should ... It might be an idea to ...

Offering to do something:

I can ... if you like. I could always ...

Making requests:

Can you ...? Could you ...?

Asking for information:

Let me know ... Can you tell me ...?

Apologising:

I'm sorry about ...

Closing an informal email:

See you soon. Write soon. Hope to hear from you soon.

KEY LANGUAGE FOR FORMAL EMAILS AND LETTERS

Opening a formal email/letter:

Dear (Mr/Mrs/Ms Edwards), Dear Sir/Madam,

Only use Mrs if you are sure that the woman you are writing to is married. Otherwise, use Ms.

Giving reasons for writing:

I am writing in response to ... I saw your notice/advert in ...

Referring to something mentioned in the letter/notice/advert:

Your letter/notice/advert mentioned that ... Your letter/notice/advert asked for ...

Making suggestions / giving advice:

It would be a good idea to ... It might be sensible to ... You might like to consider ...

Offering to do something:

I would be able/willing to ... if necessary.

Making requests:

Would it be possible for you to ...?

Asking for information:

Could you give me some information on ...? Could you let me have more details about ...?

Apologising:

I would like to apologise for ...

Closing an informal email:

Yours sincerely (after Dear Mr Edwards), Yours faithfully (after Dear Sir/Madam), I look forward to hearing from you, Kind regards