

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

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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