

WRITING PART 1. WRITE A LETTER

The input consists of an standard rubric, an email and a set of 4 prompts presented as notes linked by lines to the appropriate parts of the input email text.

The task gives candidates of the context, who they are writing to, why they are writing and 4 key content points.

Candidates must include the 4 content points in a response of around 100 words.

The task requires candidates to demonstrate the ability to use functional language.

Greetings	<ul style="list-style-type: none">• Hi• Hellow• Dear + name,
Introduction	<ul style="list-style-type: none">• How is it going?• How are you?• I'm sorry it has taken me so long to get back to you• Thank you very much for writing!• I hope everything runs smoothly!• I'm glad to hear your news!
Questions	<ul style="list-style-type: none">• Regarding your question,• As for + noun phrase
Linkers	<ul style="list-style-type: none">• because• because of• because of that• as• since• also• too moreover• but• however• and• although• despite• In spite of
Closing	<ul style="list-style-type: none">• Anyway, I've to go now.• Anyway, I must dush now. Looking forward to hearing from you.• Drop me a line soon.• Make you sure wrtie back soon.
Saying goodbye	<ul style="list-style-type: none">• Best whises,• Love,• Take care,• See you soon,
Requests	<ul style="list-style-type: none">• Can/Could you...• Will/Would you...

Ask for information	<ul style="list-style-type: none"> • Could/Can you tell me ...? • Is it true that ...? • Do you know ...? • Please, let me know ...
Reminding	<ul style="list-style-type: none"> • Remember that ... • Don't forget about/that ... • It's important to remember sth/that ... • It's essential that you do/bring ...
Inviting	<ul style="list-style-type: none"> • Would you like to come with me to ...? • How about meeting/going to ... ? • I'd like you come too ...? • Would you like to ...? • I was wondering if you would like to I'd like to invite you to come to ...
Likes/Dislikes	<ul style="list-style-type: none"> • What I really enjoyed/liked/loved/hated most was ... • I really enjoyed/liked/loved/hated ... • My favourite (part of the ...) was ... • The best thing (about ...) was ...
Apologising	<ul style="list-style-type: none"> • I'm writing to apologise for ... • I'm really sorry about ... • I want to apologise for not +ing • Please, forgive me for ... • I'm sorry I couldn't ... • I'm so sorry I didn't remember so ... • I'm afraid I won't be able to ...
Suggest to do sth	<ul style="list-style-type: none"> • Don't forget to ... • You should ... • Maybe you could ... • make sure you ...
Suggest	<ul style="list-style-type: none"> • How about +ing ...? • What do you think about +ing ...? • Shall we + inf ...? • It could be a good like to ... • Would you like to ...? • Why don't we +inf ...? • Let's ..., shall we?
Saying yes	<ul style="list-style-type: none"> • Of course I'll go (to ...) • I'm glad to ... • I accept your invitation to ... • I'll be happy to go to ... • I'm more than happy to ... • Great! I'd really like to ... • I'd love to go to ...

Saying no	<ul style="list-style-type: none"> • I'm sorry, but I can't ... • Sorry, but it's impossible for me to ... • Thanks for your invitation but unfortunately ... • Thanks, but I'm afraid I can't ... • I'd like to, but I can't
Arranging meetings	<ul style="list-style-type: none"> • Let's meet at ... • is it okay if we meet at ... ? • I'll see you ... at ..., okay? • How about meeting at ... ?
Offering	<ul style="list-style-type: none"> • Shall I ...? • I can give you a hand with ..., if you want • I'll ..., If you want • Let me know if you need any help with ...
Explaining	<ul style="list-style-type: none"> • I won't be able to ... because ... • Did I tell you about ...? • Have you heard about ...? • You'll never believe that ... • Waht happened was ... • The thing is that ...
Giving news	<ul style="list-style-type: none"> • Did I tell you about ...? • Have you heard about ...? • You'll never believe that ... • Guess that ...?
Congratulate	<ul style="list-style-type: none"> • Congratulations on ... sth doing sth • Well done! It's great that you ... • Well done! • Way to go!
Preference	<ul style="list-style-type: none"> • I would prefer to ... if that's okay • I like ... better • I'd rather ... • What I'd like/love is to ...
Warning	<ul style="list-style-type: none"> • Be careful with/not to ... • Remember (not) to ... • It's not a good idea to ... • I wouldn't ... if I were you
Asking for advice	<ul style="list-style-type: none"> • Waht could/can I do (about/with) ...? • Do you think I should ...? • Should I ...? • What would you do?
Thanking	<ul style="list-style-type: none"> • Thanks a lot for +ing • I want to thank you for +ing • Thanks for +ing