

Writing Task 1:

Informal:

You need to organize a surprise party for your classmate. Email your friends and organize this party. You should say:

- why the party is needed
- when and where should it be
- what the classmates should do

You should write between 150-200 words.

Brainstorm 2-3 minutes:

B1 - friend has been sad/good way to meetup

B2 - when/where

B3 - bring some food/be ready to shout 'surprise'

Dear Bob,

1. Hopefully, you guys are in great spirits! My apologies for not being in touch with you all, but I am making up for it via this letter; at least I hope so!
2. I can't stop but continuously think of how morose Hannah has been since she has started feeling homesick. Not only will a surprise party cheer her up, it will also be an awesome way to catch up with you all!
3. How does this Saturday evening past 6 pm sound; or is that too close to working hours? Recently, I have been falling in love with Queen's Park, and I mentally cannot picture a better spot!

4. If you guys can take care of the food and drinks, that will take a lot of pressure off my mind. Finally, and this is a must, when Hannah shows up, we all have to toss our introverted natures aside and shout ‘SURPRISE!’

5. I am hoping this letter finds you well. Do get back to me whenever you get a chance. Can’t wait to see you guys soon!

Best Regards,

Charlie

Proofread: 2-3 minutes.

Formal:

Your office performance is getting badly affected due to some of your colleagues constantly bullying you. This is making you quite upset and you have decided to write to your boss about it. You should mention the following details:

- describe the situation
- express how it makes you feel
- suggest what you would like done about it

You should write at between 150-200 words.

Brainstorming:

B1: stutter/bullying me

B2: demotivating/mental stress (migraines)

B3: give warnings/separate our work cubicle

Dear Mr. Harry,

1. The purpose of my writing today is to **lodge a complaint about certain office behaviour that I find quite inappropriate and unethical.**
2. To begin with, my inborn stuttering dilemma exposes me to a good amount of ridicule which, unfortunately, has become a focal point for some of my colleagues to use against me. On top of that, the verbal offences have now transitioned into physical ones as things are being hurled at me repeatedly.
3. Given that I am surrounded by my colleagues 24/7, it culminates in an extremely toxic working atmosphere for me. For instance, my doctor has been pointing out warning signs of early depression since this began; this is on top of my existing suicidal thoughts.

4. Considering the above, I am pleading you to start warning them for the sake of my mental health. In case that seems to be cumbersome, please move them away from my current cubicle.

5. I am looking forward to seeing how my suggestions promptly translate into actions from your side. Your kind cooperation would be most appreciated.

Sincerely,

Sean Zad

Proofread - 2/3 minutes