CAMBRIDGE C1 ADVANCED / WRITING PART 2

Letter & Email Writing Practice Worksheet

A clear, practical workbook for choosing the right register, organising ideas, using natural C1 language and writing exam-style letters and emails.

NAME _____ DATE _____

INSIDE THIS WORKSHEET

9 focused practice activities • formal, semi-formal and informal register • two original 220–260-word writing tasks • planning grids • self-assessment checklist • answer key

Independent exam-style practice. Not an official Cambridge English exam paper.

01 Analyse the Task

Read the situation carefully. A strong C1 answer begins with a clear reader and purpose. 10 points.

EXAM-STYLE TASK

You have completed a weekend course at a local college. The course coordinator, Mr Ellis, has asked participants for feedback. Write an email explaining which part of the course was most useful, describing one difficulty you experienced and suggesting a practical improvement for future participants. Write 220–260 words.

1. What type of text must you write?

2. Who is the target reader?

3. What is your main purpose?

4. Which register is most suitable, and why?

5. Name the three content points you must cover.

6. Would an emotional complaint or constructive feedback be more suitable?

7. Give one detail that would make your praise specific rather than vague.

8. Give one realistic difficulty a participant could experience.

9. Suggest one improvement that directly addresses that difficulty.

10. Write one suitable opening sentence.

02 Choose the Right Register

Write F (formal), S (semi-formal) or I (informal) for each situation. 12 points.

01 You email the director of an organisation you have never contacted before. ☐

02 You write to your closest friend about their plans for the weekend. ☐

03 You send feedback to a course tutor you know well but address professionally. ☐

04 You apply for a position advertised by a national charity. ☐

05 You write to your cousin to suggest a holiday activity. ☐

06 You ask the organiser of a club you regularly attend to change the meeting time. ☐

07 You contact an unknown admissions officer to request information. ☐

08 You congratulate a friend on getting a new job. ☐

09 You thank your work-placement supervisor for their support. ☐

10 You email a magazine editor to express disagreement with a published article. ☐

11 You tell a close friend why you are worried about their decision. ☐

12 You suggest improvements to a community-course coordinator you have met several times. ☐

THINK ABOUT IT

Why might a message to your regular course coordinator be semi-formal rather than fully informal?

03 Rewrite for Your Reader

Each sentence is unsuitable for its stated reader. Rewrite it in a natural, appropriate register. 10 points.

1. Formal - to a college principal

Hey! I think your new idea is pretty cool and I wanna join in.

2. Informal - to your closest friend

I am writing to enquire whether you would be available to meet socially.

3. Semi-formal - to a tutor you know

I demand that you immediately send me the information I require.

4. Formal - to a charity director

I reckon you should chuck in some extra workshops.

5. Informal - to your sister

Please do not hesitate to contact me should you require further assistance.

04 Openings and Closings

Match each situation to an opening (A–E) and an ending (F–J). Use every letter once. 10 points.

1. An application to Ms Hall, a recruitment manager you have never met.

Opening: ☐

Ending: ☐

2. A request to an unknown person at a customer support department.

Opening: ☐

Ending: ☐

3. A relaxed email to your close friend Josh.

Opening: ☐

Ending: ☐

4. A message to Alex, a course coordinator you know professionally.

Opening: ☐

Ending: ☐

5. A friendly email to your neighbour Priya, whom you know well.

Opening: ☐

Ending: ☐

OPENINGS

A. Dear Sir or Madam,

B. Hi Josh,

C. Dear Alex,

D. Dear Ms Hall,

E. Hi Priya,

ENDINGS

F. Yours sincerely,

G. All the best,

H. Kind regards,

I. Yours faithfully,

J. Take care,

05 Useful Language in Context

Complete the sentences with expressions A–L. Each expression is used once. 12 points.

A. I am writing in response to

B. I would appreciate it if

C. One possible solution would be to

D. Having previously worked with

E. This would enable

F. I am not entirely convinced that

G. I thought I'd get in touch because

H. Why don't you

I. Please be assured that

J. I would welcome the opportunity to

K. Let me know how you get on

L. I look forward to hearing from you

01 _____ your advertisement in last week's magazine.

02 _____ you could provide further details about the timetable.

03 _____ introduce a short induction session for new volunteers.

04 _____ international visitors, I understand the difficulties they may face.

05 _____ participants to ask questions before the course begins.

06 _____ the proposed timetable would suit working adults.

07 _____ you mentioned your plans to change careers.

08 _____ try the monthly discussion group?

09 _____ your place has been reserved.

10 _____ discuss these suggestions at the next meeting.

11 _____ with your interview next week!

12 _____ at your convenience.

06 Develop and Justify Your Ideas

Turn vague statements into more persuasive C1 sentences. Add a specific reason, example or benefit. 10 points.

1. Formal application

Starting point: I am a good candidate for the programme.

2. Semi-formal feedback

Starting point: The workshops were useful.

3. Informal advice

Starting point: You should join the club.

4. Formal recommendation

Starting point: The organisers need better information signs.

5. Informal reassurance

Starting point: You should not worry about moving here.

07 Organise an Email

These five paragraphs come from a semi-formal email, but they are mixed up. Put them in order. 10 points.

The writer is responding to a course coordinator who requested feedback on an evening course. This is an **organisation exercise**, not a complete 220–260-word model.

A One aspect that could be improved is the amount of time available for questions. The final discussion was often rushed, particularly when several participants needed individual advice.

B Dear Mr Ellis, Thank you for inviting feedback on the course. Having completed all six sessions, I would like to share a few observations that may be helpful when planning future groups.

C The practical demonstrations were especially valuable. Watching the tutor solve real workplace problems helped me apply the techniques more confidently during the following week.

D I would suggest setting aside ten minutes for questions at the end of each session. This would allow participants to clarify anything they found difficult without disrupting the main activities.

E Thank you again for organising the course. I hope these comments prove useful, and I would be happy to discuss them further. Kind regards, Jordan Lee

Best order: 1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐

Which paragraph makes the clearest **recommendation**, and how is it connected to the problem?

08 Improve the Language

Rewrite each sentence using the word or opening given. Keep the meaning and register appropriate. 10 points.

1. I have supported international visitors before, so I understand their needs.
   Having... _____

2. The short sessions were the most useful part of the course.
   What... _____

3. The timetable is flexible, but it is difficult to plan ahead.
   Although... _____

4. I have rarely encountered such welcoming organisers.
   Rarely... _____

5. The programme provides guidance and helps newcomers make friends.
   Not only... _____

6. The advice would be more useful if it included examples.
   It would... _____

7. The exhibition was interesting despite its limited size.
   Although... _____

8. Please send me more information about the application process.
   I would be grateful if... _____

9. The group is well organised and suitable for busy people.
   What makes... _____

10. I believe an introductory session would help participants settle in.
    One practical suggestion... _____

09 Find and Correct the Mistake

Each example contains an error in grammar, collocation, punctuation or letter-writing convention. Correct it. 16 points.

01 I am writing to apply on the position advertised.

02 I look forward to hear from you.

03 Despite of the short notice, I can attend.

04 I am agree that the schedule should be changed.

05 I would be grateful if you send me the details.

06 This course is aimed to adults returning to education.

07 I suggest to introduce a short welcome session.

08 I am very interesting in helping with the project.

09 My experience taught me how dealing with difficult situations.

10 Although the activities were useful, but the timetable was inconvenient.

11 The organiser gave us several useful advices.

12 I have worked in this role since three years.

13 Could you tell me when does the workshop start?

14 A formal letter beginning “Dear Sir or Madam” ends “Yours sincerely”.

15 The scheme would be benefit to new students.

16 The evening sessions are especially suitable to working adults.

10 Plan a Formal Letter

Read the task, then complete the planning grid. Your finished answer should contain 220–260 words.

EXAM-STYLE TASK: FORMAL APPLICATION

An education charity is looking for volunteers to lead weekend workshops for adults returning to study. The programme director, Ms Collins, has invited applications. Write a letter explaining why you would like to volunteer, describing relevant experience and proposing one practical way to help nervous beginners feel welcome. Write 220–260 words.

Target reader / register	
Purpose of your letter	
Opening sentence	
Why you want to volunteer	
Relevant experience + example	
Suggested improvement	
Why it would help beginners	
Availability / practical detail	
Suitable closing	

11 Write Your Formal Letter

Task: the education charity volunteer application from page 11. Write 220–260 words.

Remember: Formal register • convincing experience • one specific suggestion • suitable greeting and sign-off

Word count: _____ **Time taken:** _____

12 Plan an Informal Email

Read the task, then organise your advice around your friend's needs. Aim for 220–260 words.

EXAM-STYLE TASK: INFORMAL ADVICE

Your friend Daniel has accepted a six-month placement abroad. He is excited about the opportunity but worried about communicating confidently in English while working long hours. Write an email recommending two realistic ways to practise English, explaining how they could fit into his routine and offering practical support. Write 220–260 words.

Reader / register	
Friendly opening	
Practical idea 1	
Why it suits a busy person	
Practical idea 2	
How to stay motivated	
Support you could offer	
Friendly closing	

13 Write Your Informal Email

Task: the email to Daniel from page 13. Write 220–260 words.

Remember: Warm tone • two realistic ideas • reasons and examples • natural contractions and closing

Word count: _____ **Time taken:** _____

14 Check and Improve

Use the checklist before you hand in your letter or email. Then assess the response using the four Cambridge criteria.

- [ ] I answered every content point in the task.
- [ ] I used an appropriate formal, semi-formal or informal register.
- [ ] My opening makes the purpose clear.
- [ ] I explained my reasons with specific details or examples.
- [ ] Every paragraph has a clear purpose.
- [ ] I chose phrases that sound natural for this reader.
- [ ] My suggestions include realistic benefits.
- [ ] My greeting and sign-off are appropriate.
- [ ] I checked grammar, collocations and punctuation.
- [ ] My answer is between 220 and 260 words.

TEACHER / SELF-ASSESSMENT RUBRIC

20 points total

Content	All required points are fully addressed and relevant.	____ / 5
Communicative Achievement	The register, purpose and reader are handled appropriately.	____ / 5
Organisation	Paragraphing and linking are clear and effective.	____ / 5
Language	Vocabulary and grammar show control, range and accuracy.	____ / 5

One change that would improve my next answer:

A Answer Key / Part 1

Suggested answers for Activities 1–3. Some open-response answers will vary.

1 Analyse the Task (page 2)

1. A semi-formal email.

2. Mr Ellis, the local college course coordinator.

3. To give constructive feedback about a completed course.

4. Semi-formal: you know the course context but should remain respectful.

5. Most useful feature; one difficulty; one realistic improvement.

6. Constructive feedback.

7. Example: The practical demonstrations helped me apply techniques at work.

8. Example: Too little time was allowed for questions.

9. Example: Reserve the final ten minutes for questions.

10. Example: Dear Mr Ellis, Thank you for asking participants for feedback on the course.

2 Choose the Right Register (page 3)

1 F · 2 I · 3 S · 4 F · 5 I · 6 S · 7 F · 8 I · 9 S · 10 F · 11 I · 12 S

Reflection: You may know a course coordinator, but a request about course arrangements still calls for polite, purposeful communication.

3 Rewrite for Your Reader (page 4)

1. I was interested to hear about the new initiative and would welcome the opportunity to take part.

2. Are you free to meet up sometime this week?

3. Would it be possible to send me the information when you have a moment?

4. I would recommend introducing a few additional workshops.

5. Let me know if you need any help!

B Answer Key / Part 2

Activities 4–6. For extended responses, accept other natural answers with appropriate register.

4 Openings and Closings (page 5)

1 D + F · 2 A + I · 3 B + J · 4 C + H · 5 E + G

5 Useful Language in Context (page 6)

1 A · 2 B · 3 C · 4 D · 5 E · 6 F · 7 G · 8 H · 9 I · 10 J · 11 K · 12 L

6 Develop and Justify Your Ideas (page 7)

1. Having volunteered at several local events, I have learnt to communicate clearly with unfamiliar visitors and remain calm when arrangements change.

2. The workshops were particularly useful because the tutor demonstrated techniques we could put into practice immediately in our own workplaces.

3. The club meets for just an hour each week, so you could meet people without sacrificing too much of your free time.

4. Introducing clearer signs near the entrance would help visitors locate the correct rooms and reduce delays at the start of each session.

5. It may feel unfamiliar at first, but joining a small group activity could help you settle in and make friends quite quickly.

Marking suggestion: Award up to 2 points per answer: 1 for appropriate register and 1 for a specific, relevant explanation or benefit. Accept other well-developed answers.

C Answer Key / Part 3

Activities 7–8. Equivalent grammatical transformations may be accepted.

7 Organise an Email (page 8)

Best order: B – C – A – D – E.

Paragraph **D** makes the recommendation. It proposes a dedicated question period to solve the problem identified in paragraph A: discussions were rushed.

8 Improve the Language (page 9)

1. Having supported international visitors before, I understand their needs.

2. What I found most useful was the short sessions.

3. Although the timetable is flexible, it is difficult to plan ahead.

4. Rarely have I encountered such welcoming organisers.

5. Not only does the programme provide guidance, but it also helps newcomers make friends.

6. It would be more useful if it included examples.

7. Although the exhibition was small, it was interesting.

8. I would be grateful if you could send me more information about the application process.

9. What makes the group suitable for busy people is how well organised it is.

10. One practical suggestion would be to introduce a session to help participants settle in.

D Answer Key / Part 4

Activity 9 and guidance for reviewing the two extended writing tasks.

9 Find and Correct the Mistake (page 10)

1. I am writing to apply **for** the position advertised.

2. I look forward to **hearing** from you.

3. **Despite** the short notice, I can attend.

4. I **agree** that the schedule should be changed.

5. I would be grateful if you **could send** me the details.

6. This course is aimed **at** adults returning to education.

7. I suggest **introducing** a short welcome session.

8. I am very **interested** in helping with the project.

9. My experience taught me **how to deal** with difficult situations.

10. Although the activities were useful, the timetable was inconvenient.

11. The organiser gave us some useful **advice**.

12. I have worked in this role **for** three years.

13. Could you tell me **when the workshop starts**?

14. After “Dear Sir or Madam”, use **Yours faithfully** in traditional British formal-letter style.

15. The scheme would be **beneficial** to new students.

16. The evening sessions are especially suitable **for** working adults.

Extended writing: Suggested feedback

Check that the formal letter explains motivation, relevant experience and one realistic idea for welcoming nervous beginners. The informal email should offer two practical ways to practise English, show awareness of a busy routine and offer help. In both answers, the reader should easily understand the purpose, the reasons and the next step.