

Planning Cambridge First Writing Part Two email tasks

Look at a real Writing Part Two formal or informal emails task and follow all the steps below in the order given, on your own or in small groups.

Stage 1 What are the most important words in the question? Underline them.

Stage 2 Plan (only) the main body of the email (not the opening and closing) and write the topic of each body paragraph here:

Topic of main paragraph 1: _____

Topic of main paragraph 2: _____

Topic of main paragraph 3 (sometimes not needed): _____

Stage 3 What level of formality do you need in the situation described in the task? Circle the correct one of:

Very formal

Fairly formal

Medium formality

Fairly informal/ casual/ friendly

Very informal/ casual/ friendly

Stage 4 What functions does the body of the email need? Write names of the functions (e.g. "Requesting") and suitable functional language for that function at the right level of formality (e.g. "Could you possibly... if it's not too much trouble?") in these spaces:

Function: _____

Suitable phrases with that function: _____

Function: _____

Suitable phrases with that function: _____

Function: _____

Suitable phrases with that function: _____

Use the list of functions at the bottom of the next page to help you come up with ideas if you need to.

Stage 5 *What opening greeting, opening line, closing line and closing greeting do you need for that email? Write suitable ones at the right level of formality here:*

Opening greeting (like “Hi”): _____

Opening line (one or two sentences after the greeting and before the body):

Closing line: _____

Closing greeting: _____

Common functions for the body of Cambridge First emails

- Apologising
- Asking for information
- Attaching documents
- Complaining
- Demanding
- Giving advice/ recommendations/ suggestions
- Giving information
- Making arrangements
- Offering
- Requesting
- Thanking