
Practice 1 • 2019-20 • Paper 2 • Question 3

EXAM-STYLE QUESTION

A friend is coming to stay at your house. He is called Ben Watt.

Write an email to tell him about your house.

You should include:

- how to get to your house
- where he will eat and sleep
- what he should bring with him.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: ben.watt@email.com

Subject: Staying at my house

Hi Ben,

I hope you are well. I'm really looking forward to your visit. **Here are the details:**

- Take the number 86 bus to Green Road, and my house is opposite the pharmacy.
- You can eat with us in the kitchen, and you will sleep in the spare room upstairs.
- Please bring a warm jacket and your phone charger.

I hope you have a safe journey and I look forward to seeing you.

Best wishes,

(Your first name)

Practice 2 • 2019-20 • Paper 3 • Question 3

EXAM-STYLE QUESTION

You want to organise an end of term party for your class.

Write an email to your friend Ben asking for his help.

You should include:

- what time and where the party will be
- what type of food to have at the party
- how Ben can help.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: ben@email.com

Subject: Help with our end of term party

Hi Ben,

I hope you are well. I'm planning our end of term party and I'd really like your help. **Here are the details:**

- The party will be on Friday at 1 p.m. in our classroom.
- We can have pizza, sandwiches and fruit, with juice and water.
- Please come early to help me bring the food and put up the decorations.

I hope you can help and I look forward to the party.

Best wishes,

(Your first name)

Practice 3 • 2019-20 • Paper 4 • Question 3

EXAM-STYLE QUESTION

You want your friend to come to your house for a meal.

Write an email to invite your friend.

You should include:

- the day and time of the meal
- what you are going to cook
- how to get to your house.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sara@email.com

Subject: Dinner at my house

Hi Sara,

I hope you are well. I'd love you to come to my house for a meal this weekend. **Here are the details:**

- Please come on Saturday at 6 p.m.
- I'm going to cook chicken curry with rice and make a salad.
- Take the number 12 bus to King Street, and my house is the second red door after the library.

I hope you can come and I look forward to seeing you.

Best wishes,

(Your first name)

Practice 4 • 2020-21 • Paper 1 • Question 3

EXAM-STYLE QUESTION

You have recently been to a party.

Write an email to tell your friend about the party.

You should include:

- the day and time of the party
- two things that happened at the party
- what you enjoyed about it.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sam@email.com

Subject: The party last weekend

Hi Sam,

I hope you are well. I had a great time at a party last weekend and I wanted to tell you about it. **Here are the details:**

- The party was last Saturday at 7 p.m.
- We danced to music, and later we had a quiz which my team won.
- I really enjoyed seeing my old friends again.

I hope we can go to a party together soon.

Best wishes,

(Your first name)

Practice 5 • 2020-21 • Paper 2 • Question 3

EXAM-STYLE QUESTION

You bought a new mobile phone from an online phone company.

You are not happy with the phone.

Write an email to the phone company to complain.

You should include:

- when you bought the phone
- details of what is wrong with the phone
- what you want the phone company to do.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: customer.service@phonecompany.com

Subject: Complaint about my new mobile phone

Dear Customer Service Team,

I am writing to complain about a mobile phone that I bought from your website. **Here are the details:**

- I bought the phone on 3 March.
- The screen freezes several times a day, and the battery runs out very quickly.
- I would like you to replace the phone with a new one or give me a full refund.

I look forward to hearing from you soon.

Yours faithfully,

(Your full name)

Practice 6 • 2020-21 • Paper 3 • Question 3

EXAM-STYLE QUESTION

You want to go to a football match with your friend, Sam.

Write an email to invite Sam to go with you.

You should include:

- the day and time of the football match
- how to get to the match
- what you will do after the match.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sam@email.com

Subject: Football match on Sunday

Hi Sam,

I hope you are well. I'd like to invite you to a football match with me this weekend. **Here are the details:**

- The match is on Sunday at 3 p.m.
- We can take the number 25 bus to the stadium and get off at Park Road.
- After the match, we can have something to eat in the café nearby.

I hope you can come and enjoy the match with me.

Best wishes,

(Your first name)

Practice 7 • 2020-21 • Paper 4 • Question 3

EXAM-STYLE QUESTION

You want your friend to come to a music concert with you.

Write an email to invite your friend.

You should include:

- the day and time of the concert
- who else is going to the concert
- how you will get to the concert.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sara@email.com

Subject: Music concert on Friday

Hi Sara,

I hope you are well. I'd love you to come to a music concert with me. **Here are the details:**

- The concert is on Friday at 7:30 p.m.
- My cousin Aisha and two other friends are going with us.
- We can take the train to Central Station and walk five minutes to the venue.

I hope you can come and I look forward to seeing you.

Best wishes,

(Your first name)

Practice 8 • 2021-22 • Paper 1 • Question 3

EXAM-STYLE QUESTION

You have recently been to a sports match.

Write an email to a friend to tell them about the sports match.

You should include:

- the name of the sport
- when the sports match took place
- details about what you saw and did at the sports match.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sam@email.com

Subject: The sports match

Hi Sam,

I hope you are well. I went to an exciting sports match recently and I wanted to tell you about it. **Here are the details:**

- It was a football match at the local stadium.
- The match took place last Saturday at 3 p.m.
- I watched our local team score two goals, cheered with the crowd and took some photos.

I really enjoyed the match and I hope we can go together next time.

Best wishes,

(Your first name)

Practice 9 • 2021-22 • Paper 2 • Question 3

EXAM-STYLE QUESTION

You can't attend your English class this week.

Write an email to tell your friend you can't go.

You should include:

- the day and time of the class
- why you can't go to your English class
- what your friend can do to help you.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: aisha@email.com

Subject: English class this Thursday

Hi Aisha,

I hope you are well. I can't come to our English class this week. **Here are the details:**

- The class is on Thursday from 10 a.m. to 12 noon.
- I can't attend because I have a hospital appointment.
- Please tell the teacher why I am absent and collect any worksheets for me.

I would be grateful if you could tell me what I missed after the class.

Best wishes,

(Your first name)

Practice 10 • 2021-22 • Paper 3 • Question 3

EXAM-STYLE QUESTION

You stayed at a friend's home for the weekend.

Write an email to thank your friend for having you to stay.

You should include:

- what you enjoyed about the weekend
- what time you got back home and what the journey was like
- an invitation to stay at your home.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: aisha@email.com

Subject: Thank you for a lovely weekend

Hi Aisha,

I hope you are well. Thank you again for having me to stay last weekend. **Here are the details:**

- I really enjoyed our walk in the park and the meal we cooked together.
- I got home at 6 p.m., and the train journey was quick and comfortable.
- I would love you to come and stay at my home next month.

I hope you can visit me soon and we can have another lovely weekend.

Best wishes,

(Your first name)

Practice 11 • 2021-22 • Paper 4 • Question 3

EXAM-STYLE QUESTION

You want to go to an art show with your friend.

Write an email to invite your friend.

You should include:

- the day and time of the art show
- how you will get to the art show
- what you can do after the art show.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sam@email.com

Subject: Art show on Saturday

Hi Sam,

I hope you are well. I'd like to invite you to an art show with me this weekend. **Here are the details:**

- The art show is on Saturday at 2 p.m.
- We can take the train to City Station and walk to the gallery from there.
- After the art show, we can have coffee and cake in the café nearby.

I hope you can come and enjoy the afternoon with me.

Best wishes,

(Your first name)

Practice 12 • 2022-23 • Paper 1 • Question 3

EXAM-STYLE QUESTION

You went to visit a family member. You had a nice time.

Write an email to tell your friend about your visit.

You should include:

- who you visited
- where your family member lives
- the things you did when you were there.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sam@email.com

Subject: My family visit

Hi Sam,

I hope you are well. I had a lovely visit with a family member recently and I wanted to tell you about it. **Here are the details:**

- I visited my aunt, Mrs Khan.
- She lives in Birmingham near a large park.
- We cooked dinner together, walked in the park and watched a film in the evening.

I had a great time and I hope to visit her again soon.

Best wishes,

(Your first name)

Practice 13 • 2022-23 • Paper 2 • Question 3

EXAM-STYLE QUESTION

Your friend sent you a present.

Write an email to your friend to say thank you.

You should also include:

- when it arrived
- details about the present
- what you like about the present.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sara@email.com

Subject: Thank you for my present

Hi Sara,

I hope you are well. Thank you very much for the lovely present you sent me. **Here are the details:**

- The present arrived on Monday morning.
- It is a blue bag with two strong handles and a useful front pocket.
- I really like the colour, and it is the perfect size for college.

Thank you again for thinking of me and choosing such a useful present.

Best wishes,

(Your first name)

Practice 14 • 2022-23 • Paper 3 • Question 3

EXAM-STYLE QUESTION

You went on a train journey. The train was very late.

Write an email to complain about the late train.

You should include:

- when you got on the train
- how late the train was
- what went wrong on your train journey.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: customer.service@railcompany.com

Subject: Complaint about a late train

Dear Customer Service Team,

I am writing to complain about a very late train journey. **Here are the details:**

- I got on the train at Central Station at 8:15 a.m.
- The train arrived at my destination 55 minutes late.
- It stopped several times on the journey, and no clear information was given to passengers.

I would like an explanation and information about any compensation available.

Yours faithfully,

(Your full name)

Practice 15 • 2023-24 • Paper 1 • Question 3

EXAM-STYLE QUESTION

Your friend wants to cook a meal for their family. They have asked you for some help.

Write an email to your friend.

You should include:

- what meal your friend can cook
- why this meal would be good
- what food they need to buy.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sam@email.com

Subject: Ideas for your family meal

Hi Sam,

I hope you are well. I have a simple idea for the meal you want to cook for your family.

Here are the details:

- You could cook chicken pasta with a fresh salad.
- This meal would be good because it is easy to make and most people enjoy it.
- You need to buy chicken, pasta, tomato sauce, salad vegetables and some cheese.

I hope this helps and I'm sure your family will enjoy the meal.

Best wishes,

(Your first name)

Practice 16 • 2023-24 • Paper 2 • Question 3

EXAM-STYLE QUESTION

You want to give feedback about your school or college.

Write an email to your personal tutor giving feedback about your school or college.

You should include:

- one thing you like about your school or college
- one thing you would change about your school or college
- why this change is important for students.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: personal.tutor@college.ac.uk

Subject: Feedback about the college

Dear Personal Tutor,

I hope you are well. I am writing to give some feedback about our college. **Here are the details:**

- I like the friendly teachers and the helpful support in lessons.
- I would change the study area by adding more computers for students.
- This change is important because students need computers to complete homework and practise their digital skills.

Thank you for considering my feedback and I hope this change can be made.

Kind regards,

(Your full name)

Practice 17 • 2024-25 • Paper 1 • Question 3

EXAM-STYLE QUESTION

You buy some tickets for a music event.

Write an email to a friend to invite them to go with you.

You should include:

- what the music event is
- when the music event is
- details about the music event.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: sara@email.com

Subject: Music event tickets

Hi Sara,

I hope you are well. I have bought tickets for a music event and I'd love you to come with me. **Here are the details:**

- The event is a live pop music concert at the City Arena.
- It is on Saturday 12 July at 7 p.m.
- There will be three bands, food stalls and a large seating area near the stage.

I hope you can come and enjoy the event with me.

Best wishes,

(Your first name)

Practice 18 • 2024-25 • Paper 2 • Question 3

EXAM-STYLE QUESTION

You help out in a charity shop.

Write an email to tell your teacher about it.

You should include:

- when you started helping in the charity shop
- details of what you do to help
- what you like about it.

You must include a subject and use bullet points.

Write 4 to 6 sentences.

Write your email on the next page.

MODEL ANSWER

To: teacher@college.ac.uk

Subject: Helping in a charity shop

Dear Teacher,

I hope you are well. I am writing to tell you about the charity shop where I help out. **Here are the details:**

- I started helping in the charity shop last month.
- I sort donated clothes, put items on the shelves and sometimes serve customers.
- I like meeting different people and knowing that my work helps the local community.

I am enjoying the experience and I hope to continue helping there.

Kind regards,

(Your full name)