

WRITING

Extra Exercises

1. CAE Writing Part 2 – Formal Letter Task

You work for an international environmental organisation called *Green Future Europe*. Your team is organising a three-day conference in Edinburgh for delegates from several European countries. Read the email from your colleague Anna, the note from Henrik and the message from Sofia. Then write a letter to the manager of the Highland Conference Hotel explaining your requirements.

Write your answer in 220–260 words.

Email from Anna

Tuesday 14 March, 10:30 a.m.

Hi,

I contacted a few hotels yesterday and the Highland Conference Hotel seemed the most suitable. They still have availability for the weekend we wanted, so I made a temporary reservation for 25 people from Friday 16 June to Sunday 18 June.

The hotel is near the city centre, which will be convenient for everyone. The conference coordinator is Mr Douglas.

Could you write to him once you have all the final details from the other organisers? We need to confirm accommodation, meals and conference facilities as soon as possible.

Also, if possible, I'd really appreciate a quiet room because I'll need to prepare presentations in the evenings!

Anna

Note from Henrik

Just spoke to the Swedish delegates. Two of them are vegetarian, and one delegate has a severe nut allergy, so please make sure the hotel can provide suitable meals.

We also need a conference room for Saturday morning with a projector, microphones and reliable Wi-Fi for presentations.

Finally, several delegates are arriving before lunchtime on Friday, so ask whether early check-in would be possible.

Henrik

WRITING

Message from Sofia

One more thing!

The Spanish group would love to attend a traditional music performance while they're in Edinburgh. Could you ask the hotel whether they can recommend or book tickets for a local cultural event on Saturday evening?

Thanks!

Sofia

2. CAE Writing Part 2 – Informal Letter Task

You recently returned from a holiday in Greece organised by a travel company called *SunQuest Travel*. Unfortunately, several aspects of the trip were disappointing. Your friend Emily is planning to book the same holiday next month.

Read your notes below and then write a letter to Emily explaining what problems you experienced and giving her advice on how to prepare for the trip.

Write your answer in 220–260 words.

Notes:

- *hotel much further from beach than advertised*
- *air conditioning in rooms not working properly*
- *guided tours rushed and badly organised*
- *entrance fees expensive – take extra money*
- *local restaurants very touristy and overpriced*
- *guidebook provided by company not useful – buy your own*
- *public transport confusing – download maps/apps before travelling*
- *some positive points: beautiful scenery, friendly local people*

In your letter, you should:

- *explain which aspects of the holiday were unsatisfactory;*
- *describe what you enjoyed despite the problems;*
- *give your friend practical advice and recommendations for the trip;*
- *use an appropriate informal style.*

3. Your local council is planning to improve facilities and activities for young people in your town. They have asked residents to send in reports with suggestions and recommendations.

Write a report for the council addressing the following questions:

- What facilities and activities are currently available for young people in your town?
- How successful are these facilities and activities?
- What improvements or additional services would you recommend?

WRITING

Write your report in 220–260 words.

You should:

- *organise your ideas using clear headings;*
- *use an appropriate formal style;*
- *support your opinions with reasons and examples;*
- *make clear recommendations in your conclusion.*

4. CAE Writing Part 2 – Review Task

An international entertainment website has asked its readers to send in reviews of two popular films aimed at young audiences.

Write a review comparing two films you have seen. In your review, you should comment on:

- *the storylines and main characters;*
- *the visual effects and overall atmosphere;*
- *how entertaining each film is;*
- *which film offers better value for money and why.*

Write your review in 220–260 words.

You should:

- *give your opinions clearly;*
- *compare and contrast the two films;*
- *use an engaging style suitable for an online magazine;*
- *include a final recommendation for readers.*

5. CAE Writing Part 2 – Proposal Task

You are a member of the student committee at an international college. The college principal wants to organise a special weekend event for new students from different countries in order to help them settle in and make friends more easily.

You have been asked to write a proposal suggesting what activities should be organised and explaining why they would be successful.

Write your proposal in 220–260 words.

In your proposal, you should:

- *suggest two or three suitable activities or events;*
- *explain how these activities would help new students;*
- *mention any practical arrangements that would be necessary;*
- *recommend which idea would be the most effective overall.*

Use an appropriate formal style and organise your proposal clearly with headings.

WRITING

6. CAE Writing Part 1 – Essay 1 Task

Your class has recently attended a seminar about the impact of technology on modern lifestyles. You have made the notes below:

Factors affecting modern lifestyles:

- *social media*
- *remote working*
- *online shopping*

Some opinions expressed during the discussion:

- *"People spend more time online than with their families."*
- *"Working from home has completely changed daily routines."*
- *"Online shopping makes life more convenient but less social."*

Write an essay for your tutor discussing two of the factors in your notes. You should explain which factor has had the greater influence on modern lifestyles, giving reasons to support your opinion.

You may, if you wish, make use of the opinions expressed during the discussion, but you should use your own words as far as possible.

Write your answer in 220–260 words in an appropriate academic style.

7. CAE Writing Part 1 – Essay 2 Task

Your class has recently taken part in a discussion about the advantages of travelling abroad. You have made the notes below:

Benefits of travelling abroad:

- *learning about different cultures*
- *becoming more independent*
- *improving language skills*

Some opinions expressed during the discussion:

- *"Travel teaches you things that you cannot learn in a classroom."*
- *"People become more confident when they travel alone."*
- *"The best way to improve a language is to use it in real situations."*

Write an essay for your tutor discussing two of the benefits in your notes. You should explain which benefit you think is more important, giving reasons to support your opinion.

You may, if you wish, make use of the opinions expressed during the discussion, but you should use your own words as far as possible.

Write your answer in 220–260 words in an appropriate academic style.