

Planning Cambridge First Certificate (FCE) Writing Part Two Email Tasks

Look at a real FCE 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 body of the email and write the topic of each paragraph below:

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? Circle the correct one below:

Very formal

Medium formality

Very informal/ casual/ friendly

Fairly formal

Fairly 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 the spaces below:

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 below:*

Opening greeting (like "Hi"): _____

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

Closing line: _____

Closing greeting: _____

Suggested functions for the body of the email

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