



# B1 Cambridge Writing Part 1

Spent 5 minutes to  
analyse the task and  
plan your answer!



## STEP 1

TEXT TYPE e-mail

## STEP 2

RECEIPIENT Mrs Lake (teacher)

## STEP 3

REGISTER formal

## STEP 4

CONTENT POINTS

1. A positive comment on an end of the year school party.
2. Choose a party location and explain why it is better.
3. Suggest different party activities or games and explain your choice.
4. Suggest party food and explain your choice.

## STEP 5

PLAN

OPENING Dear Mrs Lake,

PARAGRAPH 1 Comment on a party - Good idea! That sounds great!

PARAGRAPH 2 Choose a location - I think that .... is better because .... / I prefer to do the party at ....

PARAGRAPH 3 Suggest activities and food - I think that .... / In my opinion ... is a great idea / How (What) about bringing ... /

PARAGRAPH 4

CLOSING See you later! / Bye for now!

## STEP 6

WRITE YOUR ANSWER

## STEP 7

CHECK YOUR ANSWER

Spent 5 minutes to  
check your writing  
for any errors!

