

Note: The templates are meant to be used as guides. They help you understand how to fit advanced words in the right places with the right flow. You don't have to strictly copy/paste them. Use them naturally where they fit. Always do your best to modify your words based on the questions' requirements and key points.

Writing Task 1:

Informal:

A family member is planning a two-week vacation with their family in your region and has written to ask for your advice and help with planning the trip.

Write an email to your family member. In your email:

- offer to help arrange suitable accommodation for the family
- suggest family-friendly activities and places to visit
- explain what kind of clothes would be suitable for the season

You should write between 150–200 words.

Dear ...,

1. Hopefully, you and your (family member/friend/acquaintance) have been keeping well / are doing well. It's genuinely nice to finally get in touch with you again! / It feels incredibly long since we last spoke!
2. BODY 1: Start with "Understandably, / Surely, "
3. BODY 2: Start with "Given that / As far as ... is concerned,"
4. BODY 3 Start with "When it comes to / That said,"

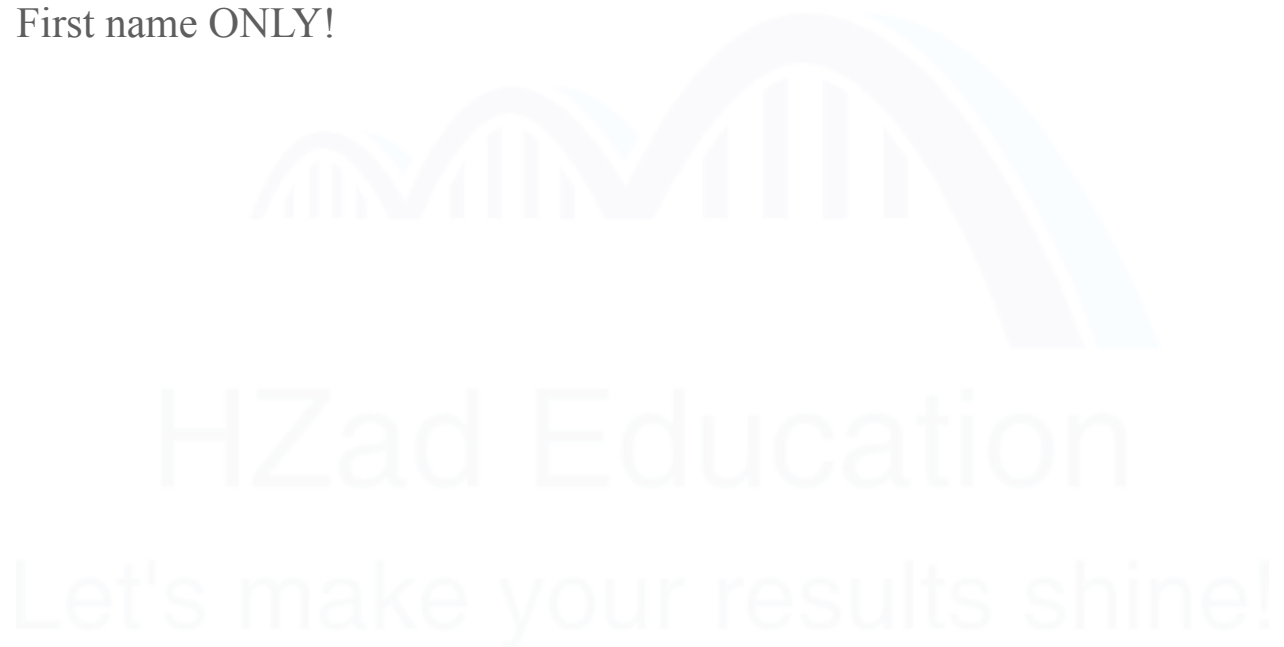
(GUIDE: Use at least 2 exclamation marks and one semicolon in the three bodies. Use at least 1 complex sentence in body 1 or body 3.)

5. We can talk more about this later; you already know where to find me. Lots of love to (name/family member/friend/acquaintance)!

OR Let's keep this conversation going; I'm easy to contact. Sending lots of love to (name/family member/friend/acquaintance)!

Best Regards,

First name ONLY!



Formal:

You recently came across an advertisement for a weekend photography retreat in another city, but you are facing a few personal constraints and may not be able to attend the full program.

Write an email to the retreat organizer. In your email:

- explain why you are interested in the retreat
- describe the difficulties that may limit your participation
- ask whether a refund or flexible attendance option is available

You should write between 150–200 words.

Dear ...,

1. The purpose/aim/reason of my writing today is to bring up/lodge a complaint **OR** The intention of my email today is to bring up/lodge a complaint
2. Addressing the/my..., I/my...
3. Considering... In particular, ...
4. Certainly, ... To add to this / What's more, ...
5. (Complaint/Suggestion scenario): I am genuinely curious to see whether my suggestions prompt a quick response from you, and I would truly appreciate your support.

OR (in general cases):

I sincerely value your support in this matter. Additionally, keeping open and consistent communication with each other would be highly beneficial.

Sincerely,
Full name