A2 Key · Writing Part 6: the 25-word message

A2 Key strategy notes; invented examples, not official Cambridge items.

A menu with three dishes

> The task is **a menu with three dishes**: serve all three, in order, and the marks follow.

- A note or email of at least 25 words, answering a friend's message.
- Friendly tone: I'm, can't, let's are welcome here.

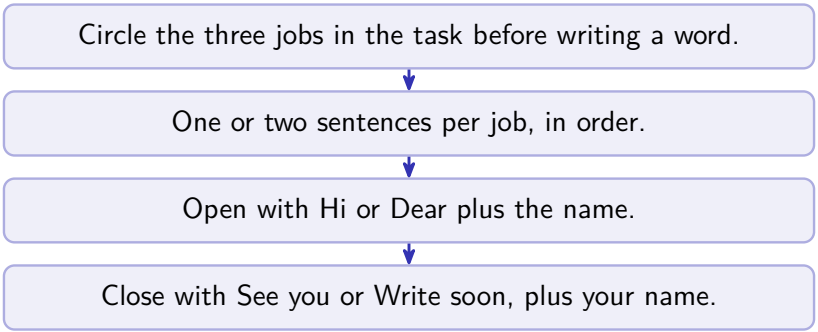
How the email is marked

Content		0–5: all three points, clearly
Organisation		0–5: linked and in order
Language		0–5: everyday words, accurate

15 marks; at least 25 words

At least 25 words

The menu method



The model answer

The picnic reply

Hi Sam,

I'd love to come to the picnic! I can bring some fruit and drinks for everyone. What time does it start?

See you, Lin

Your turn: the flip

Your turn

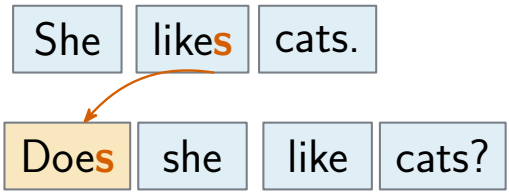
Which question earns the mark?

A. What time it starts?
B. What time does it start?
C. What time is it starting it?
D. What time? start?

The bank of useful sentences

Job	The sentence
accept	I'd love to come. / That sounds great!
refuse politely	I'm sorry, but I can't come.
offer	I can bring some drinks. / Shall I bring anything?
ask	What time does it start? / Where shall we meet?
suggest	Let's meet at the gate. / How about the park?

“does” takes the -s



does eats the *-s*;
the verb goes back to base
× Does she likes cats?

> “Does she likes cats?” is wrong

Your turn: the register

Your turn

Which opening fits Part 6?

A. Dear Sir or Madam,
B. Hi Sam,
C. To whom it may concern,
D. Respected teacher,

The sixty-second check

The three classics

Third-person -s: it starts.

Articles: a picnic, the park.

After can/can't, the base form: I can bring.

Try it

1. **The task** Mia: I'm having a birthday dinner on Friday. Can you come? Tell me what food you like. Could you bring your guitar?
2. **The three jobs** yes/no · the food · the guitar.
3. **The model** Hi Mia, I'd love to come to your birthday dinner! I really like fish and rice, but not spicy food, please. Yes, I'll bring my guitar and play a song for you. See you on Friday! — Alex

Decision

37 words; all three dishes served.

Check yourself

- Three jobs per task — serve all three.
- What time does it start? — the flip collects marks.
- 25 words minimum; 30–40 is the **sweet spot**.
- Hi Sam, not Dear Sir — a friend, not a bank.