# B1 Preliminary · Writing Part 1: the responsive email

B1 Preliminary strategy notes; invented examples, not official Cambridge items.

# The baton with four ribbons

> The incoming email is a **baton** with four ribbons on it. Your reply must touch every ribbon.

- About 100 words, replying to an email with four **notes** beside it.
- Marked 0–5 each: Content, Communicative Achievement, Organisation, Language.

# How the writing is marked

| | | |
|---|---|---|
| **Content** |  | 0–5: all four notes dealt with |
| **Communicative Achievement** |  | 0–5: right tone for this reader |
| **Organisation** |  | 0–5: greeting, paragraphs, linking |
| **Language** |  | 0–5: range and accuracy |

**20 marks; about 100 words**

> Each 0 to 5: 20 marks for about 100 words

# The anatomy of the reply

Greeting: Hi Sam, / Dear Mia,

↓

React first: Thanks for your email!
Great news about the competition!

↓

Answer each cue, in the email's order.

↓

Close: Write soon. / See you Friday! + your name.

# The model reply

## The weekend trip — a full 99-word model

Hi Alex, thanks for the invite — I'd love to come! A weekend at the lake sounds brilliant.

For the trip, I'll pack my sleeping bag and some snacks for the journey, because the village shop is always closed. Tell me if we need anything else.

Leaving at eight on Saturday is fine with me; I'm an early bird anyway, so I'll meet you at the station ten minutes before.

And don't worry about the rain! Last time it rained we just played cards in the tent, and it was the best part of the trip. See you soon, Lin

# Your turn: the reaction

## Your turn

The friend's email opens with an apology for missing your party. Your reply opens with…

A. I am writing to inform you that your apology is accepted.

B. Don't worry at all — we'll miss you!

C. You asked about the party.

D. Dear Sir or Madam,

# Your turn: report or answer

## Your turn

The email asks which day is better. Your sentence:

A. You asked which day is better for me.
B. Sunday is better for me, because Monday is football day.
C. Which day is better is a good question.
D. I will answer the question now.

# The wardrobe of closings

## Small wardrobe, friendly clothes

Write soon. / See you Friday! / Best, / Take care,

No fixed closing wishes; no business register.

# Try it

1. **The email** Ana can't come to your party: an apology, a new plan, a day question, and tell me how the party goes.
2. **The four ribbons** the apology · the new plan · the day · the party news.
3. **The model** Hi Ana, don't worry at all — we'll miss you, but these things happen! Next weekend works well for me; how about Sunday afternoon? I could come at about three. Saturday is harder — football practice until six. Don't be sad about the party: silly games planned, Mum is baking a huge chocolate cake, and I'll take photos and tell you all the gossip on Sunday. Write soon! — Bo

## Decision

Four ribbons, warm tone, 98 words — a full-length model.

# Check yourself

- Four cues — touch every ribbon.
- Open with a reaction — replies react; forms don't.
- Answer, don't report — Sunday is better for me.
- About 100 words, twenty minutes — then Part 2.