

Exercise walk-through

2.1

Purpose, audience and register

IGCSE English

Original invitation task

Write an email to your friend Alex inviting them to a picnic. Explain why you are organising it, say when and where it will take place, and tell Alex what to bring.

Practise planning for a 120–160-word response using the next fictional notes.

Identify the reader and every requested point before drafting.

Original task notes: keep the details consistent

Reason	A chance for friends to relax after exams.
When and where	Saturday at 14:00; Riverside Park; meet at the main gate.
Preparations	You bring sandwiches; ask Alex to bring water.
Unknown	Weather is not confirmed; no indoor venue is booked.

Identify the writing job: original attempt

State the job in one line. What are all the requested points?

Does “Come on Saturday; it will be fun” answer the whole task?

Would a report about a completed picnic answer this invitation task?

Purpose and coverage: worked check

Job	Invite Alex to join a picnic, with relevant reason and practical details.
Why	Explain relaxing together after exams.
When and where	Saturday, two, Riverside Park, main gate.
What to bring	Ask Alex for water; explain that you provide sandwiches.
Weak line	Saturday alone misses time/place; “fun” does not explain this event’s purpose.

Read purpose from the actual instructions

Your **purpose** might be to **inform** , invite, explain, **argue** for a change or **discuss** different views.

The **audience** is the intended reader. Purpose and relationship work together.

A quick message to a familiar teacher can differ from a formal report to that same person. Do not assume every teacher is a stranger.

Exercise 2.1 (a)

2.1 For each task, state the audience and whether the register should be formal or informal.

(a) An email to your cousin about your holiday.

[1]

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(a) An email to your cousin about your holiday.

[1]

(a)

- a family member / a friend – **informal**

Exercise 2.1 (b)

2.1 For each task, state the audience and whether the register should be formal or informal.

(b) A letter to a company about a faulty phone.

[1]

Exercise 2.1 (b)

2.1 For each task, state the audience and whether the register should be formal or informal.

(b) A letter to a company about a faulty phone.

[1]

(b)

- a company or its customer service – **formal**

Exercise 2.1 (c)

2.1 For each task, state the audience and whether the register should be formal or informal.

(c) An article for the school magazine about homework.

[1]

Exercise 2.1 (c)

2.1 For each task, state the audience and whether the register should be formal or informal.

(c) An article for the school magazine about homework. [1]

(c)

- other students – **informal to neutral**, written for a wide readership

Exercise 2.2 (a)

2.2 Rewrite each sentence in a formal register.

(a) “Thanks loads for sorting that out.”

[1]

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[1]

(a)

- “Thank you very much for resolving this matter.”

Exercise 2.2 (b)

2.2 Rewrite each sentence in a formal register.

(b) “I’m writing ‘cause your delivery never turned up.”

[1]

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2.2 Rewrite each sentence in a formal register.

(b) “I’m writing ‘cause your delivery never turned up.”

[1]

(b)

- “I am writing because the delivery did not arrive.”

Exercise 2.2 (c)

2.2 Rewrite each sentence in a formal register.

(c) “Get back to me soon, OK?”

[1]

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2.2 Rewrite each sentence in a formal register.

(c) “Get back to me soon, OK?”

[1]

(c)

- “I look forward to hearing from you.”

Exercise 2.3

2.3 Rewrite this formal sentence so it suits an email to a friend: “I would be grateful if you could inform me of your availability.” [1]

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2.3

- any natural informal version
- e.g. “**Let me know when you’re free.**”

Exercise 3.1

3.1 Read this extract from a letter of complaint to a shop manager. Identify **three** places where the register is wrong, and correct each one. [3]

Dear Mr Osei,

I'm writing about the jacket I bought last week. It's rubbish – the zip broke after two days! I want my money back ASAP.

Cheers, Ana Silva

Exercise 3.1

3.1 Read this extract from a letter of complaint to a shop manager. Identify **three** places where the register is wrong, and correct each one. [3]

Dear Mr Osei,

I'm writing about the jacket I bought last week. It's rubbish – the zip broke after two days! I want my money back ASAP.

Cheers, Ana Silva

3.1

- any **three**, each with a correction
- “I’m writing” → “**I am writing**” (contraction)
- “It’s rubbish” → “**The jacket is of unacceptable quality**”
- the exclamation mark after “two days!” – **remove it**
- “ASAP” → “**at your earliest convenience**”
- “Cheers” → “**Yours sincerely**”

Exercise 3.2

3.2 Explain why the phrase “I want my money back” is less effective than “I would like to request a full refund” in a formal letter. [2]

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3.2

- “I want” is a **demand** and sounds aggressive
- “I would like to request” is **polite** and matches the formal register