

Exercise walk-through

3.2

Structure and useful language

IGCSE English

Original task: the museum visit

You recently visited a science museum with your class. Something unexpected happened. Write an email to your friend Sam.

Explain why your class chose the museum. Describe the unexpected event and how you responded. Say what you enjoyed most and why.

Write 120–160 words. You may invent plausible details consistent with this fictional task.

Read each command: original planning attempt

Identify the **prompts** and what each asks you to do.

Choose a reason for the visit, an unexpected event and response, and a favourite activity with a reason.

Does “I went on Friday; it was great” answer these demands? What is missing?

Planning: worked choices

Why this museum?	Our class was studying space and wanted to explore how astronauts live.
Event and response	The lights failed; we waited in the corridor and asked the guide questions.
Favourite and why	Planning a Mars journey let us compare ideas and choose equipment together.
Check relevance	A date alone does not explain the choice of museum. These details are fictional choices, not facts about a real museum.

Cover prompts through meaning

“Explain why” needs a reason. “Describe” needs relevant information about the event.

“Say what you enjoyed most” needs a clear choice.

Address every requested point and develop it sufficiently. A missing point weakens task fulfilment.

Check the whole response against the actual criteria rather than guessing a fixed deduction. Ticking a planning box is a checking tool, not proof that the response is good.

A relationship, not task evidence



Friendship illustrates the reader relationship. The pictured people establish no facts about our fictional visit.

Exercise 2.1 (a)

2.1 Write a suitable opening line for each situation.

(a) Your friend has just passed an important exam.

[1]

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[1]

(a)

- any natural congratulation, e.g. **“Congratulations – I knew you would do it!”**

Exercise 2.1 (b)

2.1 Write a suitable opening line for each situation.

(b) You have not replied to your friend for a month.

[1]

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(b) You have not replied to your friend for a month.

[1]

(b)

- any natural apology, e.g. **“Sorry it has taken me so long to write back; things have been busy here.”**

Exercise 2.2 (a)

2.2 Rewrite these sentences so they sound natural in an informal email.

(a) “I wish to inform you that I shall be visiting in July.”

[1]

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[1]

(a)

- “Good news – I’m coming to visit in July!”

Exercise 2.2 (b)

2.2 Rewrite these sentences so they sound natural in an informal email.

(b) “I request that you respond at your earliest convenience.”

[1]

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(b)

- “Let me know as soon as you can.”

Exercises 2.3-3.1

2.3 Put these parts of an email in the correct order: sign-off, greeting, content paragraphs, opening line, closing move. [1]

3.1 Your friend has asked for advice about choosing subjects for next year. Write an email replying. Say which subjects you chose and why, warn them about one difficulty, and offer to talk it over. Write about 120 words. [8]

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2.3

- **greeting, opening line, content paragraphs, closing move, sign-off**
-

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3.1

- **content (4)**: the three points covered and developed
- **language (4)**: consistently informal, varied and accurate, clear paragraphs, appropriate greeting and sign-off

Exercise 3.2

3.2 A student ends an email to a friend with “Yours faithfully, Chen Wei”. Explain what is wrong and give two suitable alternatives. [2]

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3.2

- “Yours faithfully” is for a letter to someone whose **name you do not know**
- suitable alternatives: **“Love”**, **“Best wishes”**, **“See you soon”**, **“Take care”** – any two