A) PISNI SESTAVEK (V ENI OD STALNIH SPOROČANJSKIH OBLIK)

FORMAL LETTER – APOLOGY

Level B1 · 10 exam-style tasks

Note on salutation. If the task **names the addressee**, begin *Dear Mr/Ms + surname* and end *Yours sincerely*. If it gives **only a company or office**, begin *Dear Sir or Madam* and end *Yours faithfully*. Set out your address and the date, and the recipient's details, in the correct places. Your name is **Dominik(a) Novak**.

Task 1

Letter of apology

You borrowed a book from your teacher, Mr Green, for a school project and accidentally damaged it. You want to apologise.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what you are apologising for
- explain briefly what happened and take responsibility
- offer to put things right

(20 points)

Task 2

Letter of apology

You missed a friend's birthday party that you had promised to attend. Write to the person who organised it.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and acknowledge how they felt
- offer to make it up to them

(20 points)

Task 3

Letter of apology

You broke a neighbour's window while playing football. You want to apologise.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain how it happened and take responsibility
- offer to pay for the repair

(20 points)

Task 4

Letter of apology

You damaged equipment you borrowed from a sports club. Write to the club.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and take responsibility
- offer to fix it

(20 points)

Task 5

Letter of apology

You forgot to do your part of a group project and let your class down. You want to apologise.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and take responsibility
- offer to put it right

(20 points)

Task 6

Letter of apology

You lost a library book. Write to the librarian, Ms Baker.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and acknowledge the problem
- offer to replace it

(20 points)

Task 7

Letter of apology

You cancelled a lesson at the last minute. Write to your tutor, Mrs Lee.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and acknowledge the inconvenience
- offer to reschedule

(20 points)

Task 8

Letter of apology

You missed a booked appointment at a clinic without cancelling it. Write to the clinic.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and acknowledge the inconvenience
- offer to rebook

(20 points)

Task 9

Letter of apology

You damaged a friend's game console that you had borrowed. You want to apologise.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and take responsibility
- offer to repair or replace it

(20 points)

Task 10

Letter of apology

You missed a team practice before an important match. Write to your coach, Mr Costa.

Write a **letter of apology** of **120–150 words** in which you:

- apologise and say what for
- explain what happened and acknowledge the effect on the team
- promise to do better

(20 points)