MATURA WRITING TASKS

FORMAL E-MAIL

Level B2

Your goal at B2: Write a clear, well-organised formal e-mail with an effective subject line, a consistent formal register, and a purposeful, polite tone throughout.

B2 · PHASE 1 – UPGRADE THE REGISTER

E-mails tempt us into informality. Rewrite each line in a consistent formal register.

1 Just wanted to check about the deadline.
2 Thanks for getting back to me so fast.
3 I was wondering if maybe you could help out.
4 Sorry to bug you again about this.
5 Let me know what works for you.
6 Hope that's ok with you.

B2 · PHASE 2 – PRECISE VOCABULARY

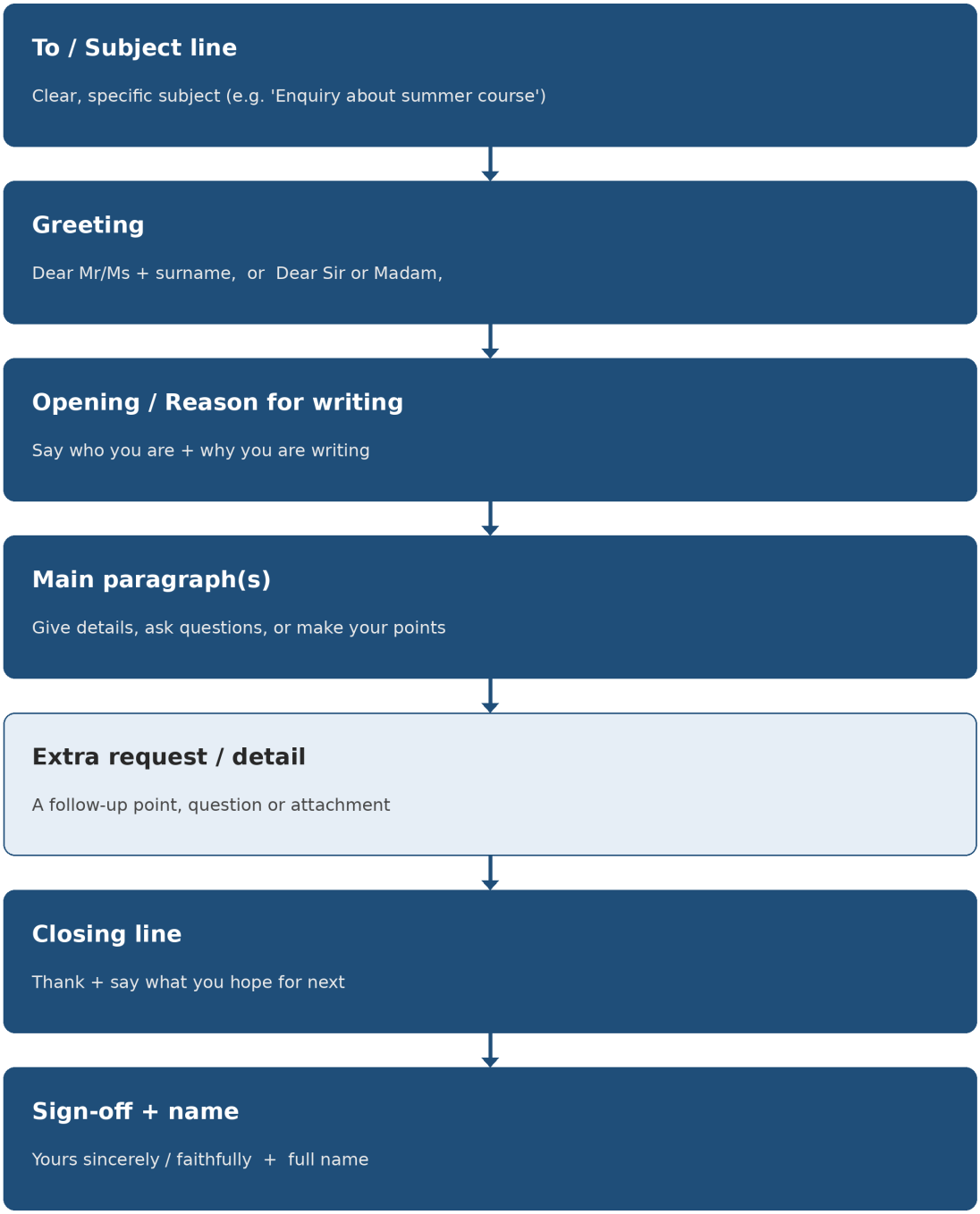
Replace the underlined word with a stronger, more precise alternative.

Weak	Stronger (your ideas)
I want to <u>ask about</u> the role.	enquire about / request details of
Please <u>send</u> the documents.	forward / provide / attach
I <u>got</u> your email.	received / acknowledge
This is a <u>big</u> concern.	significant / pressing
I <u>need</u> a reply by Friday.	would appreciate / require

B2 · THE STRUCTURE YOU ARE BUILDING TOWARDS

Study this plan before you start. A formal e-mail looks like an email (with a To and Subject line) but reads like a formal letter: polite greeting, clear paragraphs, and a proper sign-off. The biggest danger is being too informal – keep it professional.

A FORMAL E-MAIL — STRUCTURE



Greeting & sign-off. If you know the person's name, use **Dear Mr/Ms + surname** and end **Yours sincerely**. If you do not, use **Dear Sir or Madam** and end **Yours faithfully**. Never open a formal e-mail with *Hi* or *Hey*.

B2 · PHASE 3 – EFFECTIVE SUBJECT LINES

A subject line should be specific and informative. Improve each vague subject line.

1 Question
2 Hello
3 Important!!!
4 Job
5 Info please

Model: vague 'Question' → 'Query regarding the June internship deadline'.

B2 · PHASE 4 – OPENINGS FOR EVERY PURPOSE

Write a suitable formal opening sentence for each type of e-mail.

1 making an enquiry about a course
2 applying for a position
3 complaining about a service
4 replying to an earlier e-mail
5 requesting a meeting

B2 · PHASE 5 – POLITE FUNCTIONS

Formal e-mails perform functions politely. Write one formal sentence for each function.

- requesting (Could you possibly… / I would be grateful if…)
- apologising (I apologise for…)
- attaching (Please find attached…)
- chasing a reply (I am writing to follow up on…)
- declining politely (Unfortunately, I am unable to…)

B2 · PHASE 6 – CONCISENESS

E-mails should be concise. Shorten each wordy sentence without losing meaning or politeness.

1 I am writing this e-mail in order to make an enquiry about the possibility of…
2 I would just like to take a moment to thank you very much indeed for…
3 At this present moment in time, I am not able to…
4 Due to the fact that the deadline has now passed, I…
5 I was wondering whether it might perhaps be possible for you to…

B2 · PHASE 7 – GRAMMAR RANGE

Write one sentence of each type for a formal e-mail.

- an indirect question (I would like to know whether…)
- a modal request (Could you possibly…?)
- a passive (I was informed that…)
- a first conditional (If you could…, I would…)
- a sentence beginning with a linker: However / Furthermore / Therefore

B2 · PHASE 8 – DRAFT SUBJECT, OPENING & CLOSING

Subject + opening: write an effective subject line and an opening that states who you are and why you are writing (2–3 sentences).

Closing: write a polite closing that says what you hope for next, plus the correct sign-off (2–3 sentences).

B2 · FINAL WRITING TASK

REPLY TO A JOB ADVERTISEMENT

An international organisation has advertised a **summer internship** and asks interested candidates to e-mail Ms Marcy Honeychurch. You would like to apply, but you also have some doubts.

Your notes: why me? · my experience · hours & pay? · remote or on-site?

To…	honeychurch@organisation.org
Subject:	_____

Write a **formal e-mail of 170–180 words** in which you:

- write an effective subject line and a suitable greeting
- explain why you are writing and why you are a strong candidate
- ask two questions to clear up your doubts
- close politely with the correct sign-off.

Keep a consistent formal register throughout – avoid slipping into chat style.