MATURA WRITING TASKS

FORMAL LETTER – APPLICATION

Level B2

Your goal at B2: Add range, variety and persuasive detail. Control tone and register, develop your ideas with examples, and link paragraphs smoothly. Show what you offer the employer.

B2 · PHASE 1 – UPGRADE THE LANGUAGE

Rewrite each weak sentence in a stronger, more professional way. Each new version must add a detail or example.

1 I am good with people.
2 I worked with tourists.
3 I speak English well.
4 I like this job.
5 I am hard-working.
6 I helped at an event.

B2 · PHASE 2 – PRECISE VOCABULARY

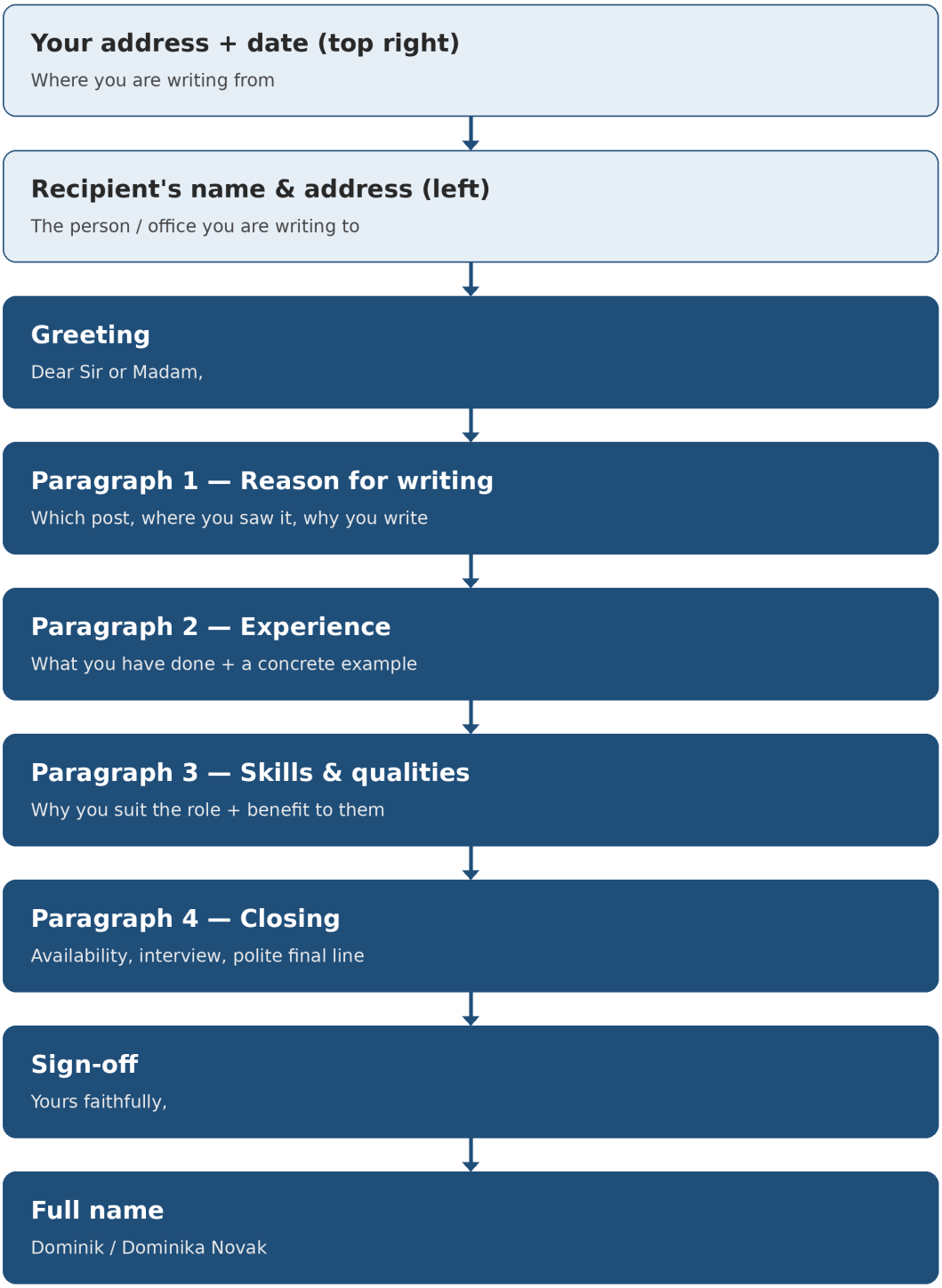
Replace the underlined word with a stronger, more precise alternative.

Weak	Stronger (your ideas)
I am a <u>nice</u> person.	approachable / personable / …
This is a <u>good</u> opportunity.	valuable / rewarding / …
I did a <u>lot</u> of things.	took on a range of responsibilities / …
The event was <u>big</u>.	large-scale / high-profile / …
I want to <u>get better at</u> English.	further develop my command of / …

B2 · THE STRUCTURE YOU ARE BUILDING TOWARDS

Study this plan before you start. Every task in this booklet helps you fill one part of it. Keep it beside you as you write.

A FORMAL APPLICATION LETTER — STRUCTURE



B2 · PHASE 3 – DEVELOP YOUR EXPERIENCE

Expand each point into 2–3 sentences. Include the **situation**, your **role**, and the **result**.

1 A time you worked or volunteered with visitors or customers
2 An event you helped to organise
3 How you use English outside school
4 A situation where you solved a problem

Model frame: While … , I was responsible for … , which meant that … .

B2 · PHASE 4 – MOTIVATION & PERSUASION

Rewrite each sentence so it refers to the job **and** a benefit for the employer.

1 I want this job because I like people.
2 I am interested in this position.
3 I think I would be good at this.
4 I want to improve my English.
5 I would enjoy the work.

B2 · PHASE 5 – REGISTER & TONE

Rewrite each informal sentence formally. Underline the formal verb you use.

1 I'd love to get this job.
2 I've done this kind of thing before.
3 Get back to me soon.
4 Thanks a lot.
5 I reckon I'd fit in well.
6 Let me know if you need anything else.

B2 · PHASE 6 – LINKING & COHESION

Combine each pair into one smooth sentence using the linker in brackets.

1 I have no formal training. I have practical experience. (however)
2 I organised the school fair. I learned to manage a team. (which)
3 I am reliable. I am always punctual. (moreover)
4 I finished my exams. I am free all summer. (as / since)
5 The role is demanding. I am confident I can meet its demands. (although)

B2 · PHASE 7 – GRAMMAR RANGE

Write one sentence of each type **about yourself** for the application.

- a relative clause (…which / who…)
- a first conditional (If you offer me the position, I will…)
- a present perfect sentence (I have…)
- a passive sentence (I was chosen / was asked to…)
- a sentence beginning with a linker: Moreover / However / Therefore

B2 · PHASE 8 – DRAFT KEY PARAGRAPHS

Draft the two most important paragraphs.

Opening: state the position, where you saw it, and your main reason for applying (2–3 sentences).

Closing: refer to availability and an interview, then sign off correctly (2–3 sentences).

B2 · FINAL WRITING TASK

SUMMER CULTURAL GUIDE – CITY TOURIST OFFICE

The City Tourist Office is recruiting English-speaking cultural guides for the summer season. Successful applicants will lead walking tours, present the city's history to international visitors, and represent the office at cultural events. We are looking for confident communicators with an interest in history and previous experience of working with the public. Apply in writing to Ms Helen Ross, Head of Visitor Services.

Write a **formal letter of application (170–180 words)** to Ms Ross in which you:

- explain your motivation for applying
- present your relevant experience with concrete examples
- highlight the personal qualities that make you suitable
- close by referring to your availability and an interview.

Use four clear paragraphs and a consistent formal register.