MATURA WRITING TASKS
FORMAL LETTER – APPLICATION

Level B1

Your goal at B1: Write clear, correct, well-organised sentences. Use the right layout for a formal letter, basic linkers, and a polite tone. Aim for accuracy over complexity.

B1 · PHASE 1 – MATCH THE FORMAL VERSION

Match each informal expression on the left to its formal partner on the right. **Careful – they are not in the same order!** Write the pairs, e.g. 1–d.

Informal	Formal (mixed up)
1 Hi there!	a Yours faithfully,
2 I wanna apply	b I look forward to your reply
3 Cheers,	c I am confident it will be a valuable experience
4 It's gonna be great	d Dear Sir or Madam,
5 Get back to me	e I would like to apply

TASK: Copy the five formal versions into your notebook.

B1 · PHASE 2 – KEY VOCABULARY (MATCH)

Match each simple idea to a suitable formal phrase. **The order is mixed up.** Then write a full sentence for each idea.

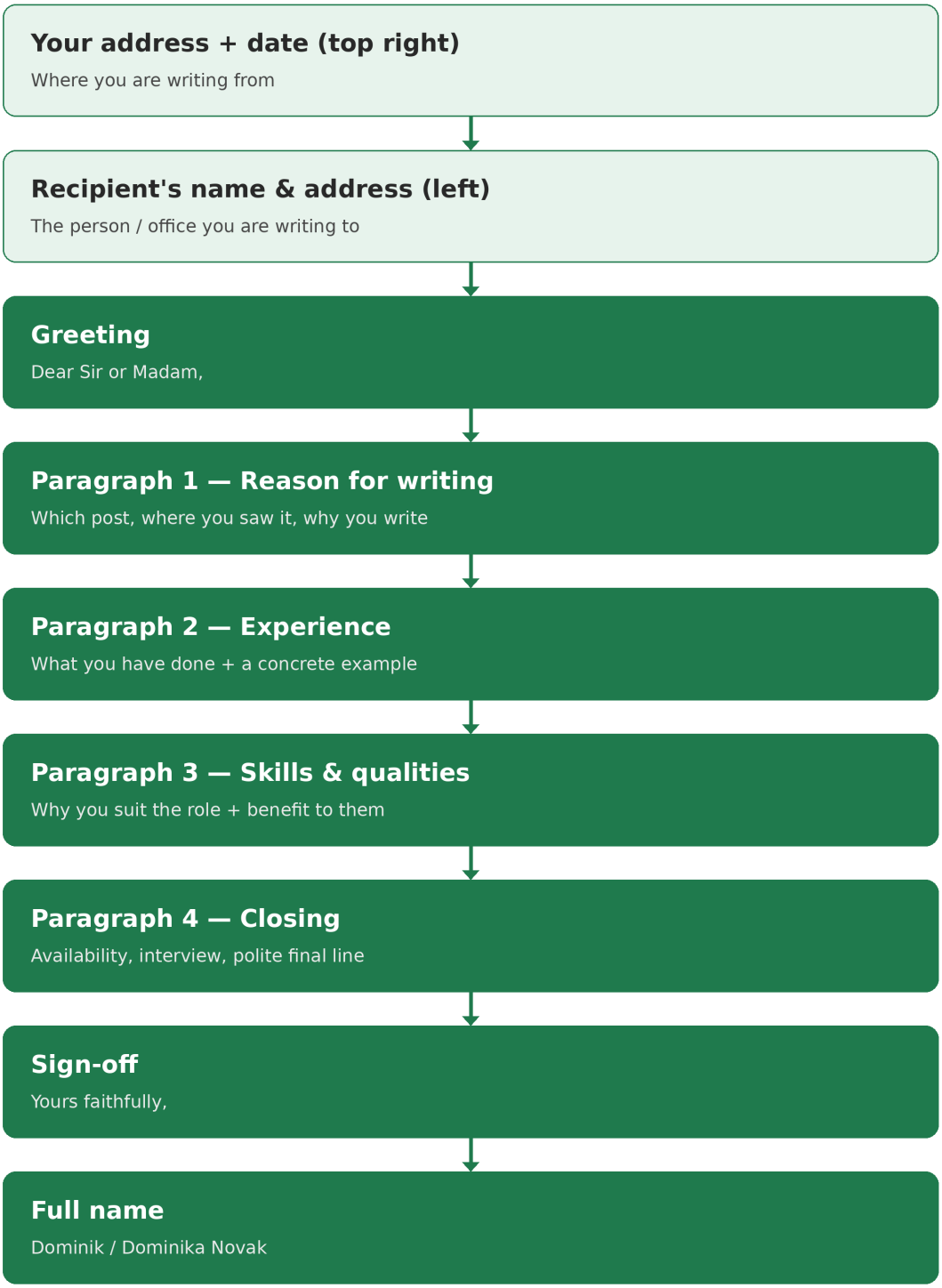
Simple idea	Formal phrase (mixed up)
1 I like meeting people	a I am known for my punctuality
2 I helped tourists before	b I have a genuine interest in history and culture
3 I am never late	c I enjoy working with people from different backgrounds
4 I like history	d I am a polite and approachable person
5 I am friendly	e I have previous experience of assisting visitors

TASK: Write one complete sentence for each idea using I am / I have / I can.

B1 · 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



B1 · PHASE 3 – PUT THE LETTER IN ORDER

These parts of a formal letter are in the **wrong order**. Number them 1–6 to put them right, then write one sentence for each.

a Yours faithfully, + your full name
b Your experience
c Dear Sir or Madam,
d Closing sentence (I look forward to hearing from you.)
e Your skills and personality
f Reason for writing (why you are writing)

*Remember: **Dear Sir or Madam** always pairs with **Yours faithfully**.*

B1 · PHASE 4 – SENTENCE BUILDING

Complete each opening sentence with your own words.

1 I am writing to apply for _____.
2 I would like this job because _____.
3 Last summer I _____.
4 I can speak _____ and _____.
5 In my free time I _____.
6 I think I am a good candidate because _____.

B1 · PHASE 5 – LINKING WORDS

Join each pair of sentences. Choose a suitable linker from the box – **they are not in order, and one is used twice.**

and · but · because · so · also

1 The work is hard. I enjoy it.
2 I like history. I want to be a guide.
3 I speak English. I speak German too.
4 I have no paid experience. I helped at a school fair.
5 I am free in July. I am free in August.

B1 · PHASE 6 – VERB FORMS

Put the verb in brackets into the correct form.

1 Next summer I _____ (be) free from July to September.
2 Last year I _____ (help) at the town museum.
3 I _____ (already / work) with children before.
4 I _____ (speak) English, German and a little Italian.
5 I _____ (enjoy) meeting people from other countries.

B1 · PHASE 7 – MAKE IT POLITE (MATCH)

Match each too-direct sentence to its polite version. **The order is mixed up.**

Too direct	Polite (mixed up)
1 Send me an answer.	a Could you please tell me more about the pay?
2 I want an interview.	b I would be grateful for a reply.
3 Tell me about the pay.	c I would welcome the chance of an interview.

B1 · PHASE 8 – SPOT & FIX THE MISTAKES

Each sentence has one mistake (grammar, word choice or layout). Find it and rewrite the sentence correctly.

1 I look forward to hear from you.
2 I am interesting in this position.
3 I am writing for apply for the job.
4 Yours faithfully Dominik Novak
5 I can to speak English very well.
6 I have a experience with tourists.

B1 · PHASE 9 – PLAN YOUR LETTER

Write short notes (not full sentences) for each paragraph.

Paragraph	My notes
Paragraph 1 – Why I'm writing	_____
Paragraph 2 – My experience	_____
Paragraph 3 – My skills	_____
Paragraph 4 – Closing	_____

B1 · FINAL WRITING TASK

Read the advertisement, then write your letter.

SUMMER JOB – CULTURAL GUIDE
The Maribor Tourist Office is looking for friendly young people to work as English-speaking cultural guides this summer. You will meet visitors, show them around the old town, and answer their questions. Good English and a friendly attitude are important. To apply, write a letter to Mr James Carter, Tourist Office.

Write a **formal letter of application (120–150 words)** to Mr Carter in which you:

- say which job you are applying for and where you saw it
- explain why you would like the job
- describe your experience and skills
- end your letter politely.

Begin: ***Dear Sir or Madam,*** *End:* ***Yours faithfully,*** *+ your name.*