MATURA WRITING TASKS

FORMAL LETTER – REQUEST / ENQUIRY

Level B1

Your goal at B1: Write clear, correct sentences that ask for information politely. Use the right layout for a formal letter and form clear, polite questions.

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 Hiya!	a Yours faithfully,
2 Gimme some info	b I would be grateful for some information
3 Cheers,	c Could you please tell me
4 Tell me	d Dear Sir or Madam,
5 Write back quick	e I look forward to your reply

TASK: Copy the five formal versions into your notebook.

B1 · PHASE 2 – ENQUIRY VOCABULARY (MATCH)

Match each simple question to a more formal way of asking it. **The order is mixed up.** Then write a full question for each.

Simple question	Formal version (mixed up)
1 How much is it?	a Could you tell me when the course begins?
2 When does it start?	b I would like to know whether meals are included.
3 Is food included?	c Would it be possible to receive a brochure?
4 Can I get a brochure?	d Could you let me know the total cost?
5 Where is it?	e Could you please give me the exact location?

TASK: Write one complete polite question for each item.

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 LETTER OF REQUEST / ENQUIRY — STRUCTURE



B1 · PHASE 3 – PUT THE LETTER IN ORDER

These parts of an enquiry 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 questions (the information you need)
c Dear Sir or Madam,
d A polite closing (I look forward to hearing from you.)
e Background (where you saw the advert / offer)
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 sentence with your own words.

1 I am writing to enquire about _____.
2 I saw your advertisement in / on _____.
3 I would like to know _____.
4 Could you also tell me _____?
5 I would be grateful if you could send me _____.
6 I look forward to _____.

B1 · PHASE 5 – FORMING QUESTIONS

Turn each statement into a polite indirect question. **Start with the phrase in brackets.**

1 The course costs 200 euros. (Could you tell me how much …?)
2 The trip is in July. (I would like to know when …)
3 The hotel has a pool. (Could you let me know whether …?)
4 Lunch is provided. (I was wondering if …)
5 I need to book early. (Could you please tell me how …?)

B1 · PHASE 6 – VERB FORMS

Put the verb in brackets into the correct form.

1 I _____ (see) your advertisement last week.
2 I _____ (plan) to visit your city this summer.
3 I _____ (would like) to know more about the tours.
4 _____ you _____ (send) me a price list, please?
5 I _____ (look) forward to hearing from you.

B1 · PHASE 7 – POLITE REQUESTS (MATCH)

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

Too direct	Polite (mixed up)
1 Send me a brochure.	a Could you please confirm the dates?
2 Tell me the dates.	b I would be grateful if you could send me a brochure.
3 I need a reply now.	c I would appreciate a reply at your earliest convenience.

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 am writing for enquire about your courses.
2 Could you please to send me a brochure?
3 I would like know the price.
4 I look forward to hear from you.
5 Yours faithfully Dominik Novak
6 Can you telling me when it starts?

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 – Where I saw it	_____
Paragraph 3 – My questions	_____
Paragraph 4 – Extra request + closing	_____

B1 · FINAL WRITING TASK

Read the situation, then write your letter.

You have seen an advertisement for a **two-week summer English course** in Brighton, run by **Seaside Language School**. You are interested but need more information before you book. Write to the school's information office.

Write a **formal letter of enquiry (120–150 words)** to the school in which you:

- say why you are writing and where you saw the advert
- ask about the price and what it includes
- ask about accommodation and start dates
- ask them to send a brochure, and end politely.

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