MATURA WRITING TASKS

FORMAL LETTER – REQUEST / ENQUIRY

Level B2

Your goal at B2: Ask for information precisely and organise your questions logically. Control tone so the letter is polite yet purposeful, and justify why you need each detail.

B2 · PHASE 1 – UPGRADE THE LANGUAGE

Rewrite each weak sentence in a stronger, more formal way. Each new version must be a clear, polite request.

1 Tell me about the course.
2 I want to know the price.
3 Send me some information.
4 Is there a discount?
5 What do I get for the money?
6 Let me know soon.

B2 · PHASE 2 – PRECISE VOCABULARY

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

Weak	Stronger (your ideas)
I want <u>info</u> about the trip.	details / particulars / …
Please <u>send</u> me a brochure.	forward / provide / …
I have a few <u>questions</u>.	enquiries / queries / …
Is the price <u>okay</u> for students?	reduced / discounted / …
I need a <u>quick</u> reply.	prompt / timely / …

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 LETTER OF REQUEST / ENQUIRY — STRUCTURE



B2 · PHASE 3 – DEVELOP YOUR ENQUIRY

Expand each topic into 2–3 sentences: state **what you need**, give a short **reason**, and phrase it as a polite request.

1. The cost of the course and what it covers
2. Accommodation options and their prices
3. The daily timetable and free-time activities
4. Requirements or documents you must provide

Model frame: As I … , I would be grateful if you could clarify whether … .

B2 · PHASE 4 – INDIRECT QUESTIONS

Rewrite each direct question as a polite indirect question.

1. How much does the course cost?
2. Do you offer student discounts?
3. When is the registration deadline?
4. Is accommodation included in the price?
5. What level of English do I need?

B2 · PHASE 5 – REGISTER & TONE

Rewrite each sentence so it is polite and formal. Underline the formal phrase you use.

1 I really need this info fast.
2 Get back to me ASAP.
3 Just send everything you've got.
4 I don't get how the payment works.
5 Hope you can help me out.
6 Thanks a million.

B2 · PHASE 6 – ORGANISING QUESTIONS

Below are six mixed-up questions. Group them under the right heading and add a linking phrase (Firstly, … / I would also like to know … / Finally, …).

price · start date · meals · cancellation policy · transport from the airport · certificate at the end

Group	Questions that belong here
Money matters	_____
Practical details	_____
After the course	_____

B2 · PHASE 7 – GRAMMAR RANGE

Write one sentence of each type for your enquiry.

- an indirect question (I would like to know whether…)
- a modal request (Could you possibly…? / Would it be possible to…?)
- a relative clause (…, which was mentioned in your advertisement)
- a conditional (If the course is full, could you…?)
- a sentence beginning with a linker: Firstly / In addition / Finally

B2 · PHASE 8 – DRAFT KEY PARAGRAPHS

Opening: introduce yourself, say where you saw the offer, and state that you are writing to enquire (2–3 sentences).

Closing: add one final request, thank the reader, and ask for a prompt reply (2–3 sentences).

B2 · FINAL WRITING TASK

INTERNATIONAL SUMMER CAMP – ENQUIRY

You have seen an advertisement for an **International Summer Camp** for young people, run by **Adventure Horizons**. The advert mentions sports, language classes and excursions, but gives few details. You are thinking of applying but need more information first. Write to Mr Thomas Reed, Camp Coordinator.

Write a **formal letter of enquiry (170–180 words)** to Mr Reed in which you:

- introduce yourself and say where you saw the advertisement
- ask about the programme, dates and price, with reasons
- ask about accommodation and what is included
- request any documents you need, and ask for a prompt reply.

Use clear paragraphs, grouped questions and a polite formal register.