MATURA WRITING TASKS

FORMAL LETTER – REQUEST / ENQUIRY

Level C1

Your goal at C1: Write a precise, cohesive enquiry that is courteous and purposeful. Frame requests with tact, justify what you need, and structure multiple queries with authority.

C1 · PHASE 1 – PRECISION & COLLOCATION

Replace each phrase with a precise, high-level collocation, then use it in a sentence.

1 ask about something → _____
2 get more information → _____
3 find out the price → _____
4 send me the details → _____
5 answer my questions → _____
6 confirm the arrangements → _____

TASK: Add five advanced collocations of your own relevant to enquiries.

C1 · PHASE 2 – AVOIDING WEAK OR BLUNT OPENINGS

These openings are either too vague or too blunt. Rewrite each as a precise, courteous sentence.

1 I want to know some stuff about your programme.
2 Send me everything you have.
3 I'm writing because I have questions.
4 Tell me all the details, please.

C1 · 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

Your address + date (top right)
Where you are writing from

↓

Recipient's name & address (left)
The company / office you are writing to

↓

Greeting
Dear Sir or Madam,

↓

Para 1 — Reason for writing
Who you are + why you are writing

↓

Para 2 — Background / context
Where you saw it, what you already know

↓

Para 3 — Your questions / requests
The specific information you need

↓

Para 4 — Extra request
Brochure, dates, prices, confirmation

↓

Para 5 — Closing
Thank + ask for a prompt reply

↓

Sign-off
Yours faithfully,

↓

Full name
Dominik / Dominika Novak

C1 · PHASE 3 – FRAMING THE ENQUIRY

Turn each need into a well-framed request. Each must move through the full chain:

Element	What to include
Context	who you are / why you are enquiring
Reference	the specific offer, advert or prior contact
Need	the precise information required
Reason	why it matters to your decision
Request	a tactful, specific ask

Write two developed requests (or short paragraphs) presenting your two most important enquiries with full context and justification.

C1 · PHASE 4 – ADVANCED STRUCTURES

Write one polished sentence of each, integrated naturally (not mechanical).

- a participle clause (Having read your prospectus, I…)
- an embedded question (I would be grateful if you could clarify whether…)
- a cleft sentence (What I am particularly keen to establish is…)
- a concessive clause (While your advertisement mentions…, it does not specify…)
- a nominalisation (Confirmation of the fees would enable me to…)
- a modal of tactful request (I wonder whether you might be able to…)

C1 · PHASE 5 – TACT & DIPLOMACY

A C1 enquiry is precise without being demanding. Rewrite each so it is courteous, specific and confident.

1 I need all this information immediately.
2 You have to tell me the exact price.
3 Just answer these questions and be quick.
4 I expect a full reply with no delays.

C1 · PHASE 6 – COHESION & VOICE

Combine your strongest requests into one 100-word body paragraph. It must:

- flow through varied cohesive devices (referencing, substitution, linkers)
- maintain a consistent, courteous but confident register
- sequence your enquiries logically (most to least important)
- read as one coherent request, not a list of separate questions

C1 · PHASE 7 – CONTROLLED OPENING & CLOSING

Opening: introduce yourself, reference the specific offer, and state the purpose of your enquiry in one precise paragraph.

Closing: add a final request, express appreciation, and ask for a timely reply — all with poise and precision.

C1 · FINAL WRITING TASK

POSTGRADUATE SCHOLARSHIP – ENQUIRY

You are considering applying for a **postgraduate scholarship** in Cultural Heritage advertised by the **Whitmore Foundation**. The announcement is impressive but leaves several important questions unanswered — about eligibility, funding, the application timeline and what the award covers. Before committing to a lengthy application, you want clear answers. Write to Dr Eleanor Fitzgerald, Scholarships Officer, Whitmore Foundation.

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

- introduce yourself and reference the scholarship precisely
- frame your key questions with context and justification
- enquire about eligibility, funding and the timeline
- request any further documentation, and ask for a timely reply.

Your letter should read as precise, cohesive and courteous throughout, with a clear, confident voice and flawless formal register.