



# B1 Cambridge Writing Part 1

Spend 5 minutes to  
analyse the task and  
plan your answer!

## STEP 1

TEXT TYPE ..... **e-mail** .....

## STEP 2

RECIPIENT **Mrs Lake (teacher)** ..... REGISTER **formal** .....

## STEP 3

## STEP 4

CONTENT POINTS

1. A positive comment on an end of the year school party.
2. Choose a party location and explain why it is better.
3. Suggest different party activities or games and explain your choice.
4. Suggest party food and explain your choice.

## STEP 5

PLAN

OPENING ..... *Dear Mrs Lake,* .....

PARAGRAPH 1 ..... *Comment on a party - Good idea! That sounds great!* .....

.....

PARAGRAPH 2 ..... *Choose a location - I think that .... is better because .... / I prefer to do the party at ....* .....

PARAGRAPH 3 ..... *Suggest activities and food - I think that .... / In my opinion ... is a great idea / How (What) about bringing ... /* .....

PARAGRAPH 4 .....  
.....

CLOSING ..... *See you later! / Bye for now!* .....

## STEP 6

WRITE YOUR ANSWER

## STEP 7

CHECK YOUR ANSWER

Spend 5 minutes to  
check your writing  
for any errors!