B1 Writing

Informal email & story — templates and model answers (B1).

The two tasks

INFORMAL EMAIL

Reply to a friend's email. Friendly tone, answer every question, about 100 words. Greeting + body + body + friendly ending.

STORY

Write a story, usually beginning with a given sentence. Use past tenses and time linkers, about 100 words. Beginning → middle → end.

General tips

- Read the task carefully and answer ALL the points.
- Write about 100 words, in clear paragraphs.
- Email = informal and friendly. Story = past tenses and a clear order of events.
- Link your ideas: and · but · because · so · then · after that · finally.
- Leave a minute to check your verbs, spelling and punctuation.

USEFUL LINKERS (B1)

Adding: and · also · too. **Contrast:** but · however. **Reason/result:** because · so.
Time: first · then · after that · suddenly · finally · in the end.

1 Informal Email — template

TASK

This is part of an email from your English friend, Alex:
"I'm coming to visit your town next month! What can we do there? Where should I stay?"
Write an email to Alex. Write about 100 words.

Structure

- Greeting: Hi Alex, / Dear Alex,
- Opening: react to the news (Thanks for your email! Great that you're coming!).
- Body: answer BOTH questions (what to do · where to stay).
- Ending: a friendly line + sign off (Write back soon! Love, …).

USEFUL LANGUAGE

Start: Hi… · Thanks for your email! · It's great to hear from you.
Suggesting: We can… · We could… · Why don't we…? · I think you should…
Ending: Write back soon! · See you soon! · Can't wait! Love, / Best wishes,

▸ *Model answer on page 4.*

2 Story — template

TASK

Your English teacher has asked you to write a story. Your story must begin with this sentence:
"When Tom opened the door, he couldn't believe his eyes."
Write about 100 words.

Structure

- Begin with the EXACT sentence you are given.
- Beginning → middle (what happened) → end.
- Use past tenses: past simple + past continuous (was/were …ing).
- Use time linkers and add feelings to make it interesting.

USEFUL LANGUAGE

Time linkers: First… · Then… · Suddenly… · A few minutes later… · In the end…
Past tenses: He was walking when… · She saw… · They had forgotten…
Feelings: He felt happy / scared / surprised. · It was amazing!

▸ *Model answer on page 4.*

Model answers

MODEL EMAIL (≈ 95 words)

Hi Alex,
Thanks for your email! I'm so happy you're coming to visit next month.

There's lots to do here. We can visit the old castle, walk by the river and try some typical food at my favourite café. If the weather is good, we could also go to the beach.

For your stay, I think the Plaza Hotel is a great choice. It's clean, cheap and very close to the centre.

Let me know which days you're coming so I can plan everything. Write back soon!
Love,
Marta

MODEL STORY (≈ 95 words · past tenses + linkers)

When Tom opened the door, he couldn't believe his eyes. The whole room was full of balloons, and all his friends were standing there, smiling.

“Surprise!” they shouted. Tom had completely forgotten that it was his birthday!

While he was looking around, his best friend Sara gave him a big chocolate cake. There was music, food and lots of laughing. They played games until midnight.

Later, as everyone was leaving, Tom smiled. He felt very lucky to have such wonderful friends.