

ESB ESOL Entry 3

ESOL Skills for Life Writing

EMAIL WRITING

Topic-wise ESB Entry 3 writing handout.

Questions + Model Answers

This handout includes all five email questions found in the uploaded ESB sample papers. Each model email follows the task, uses a suitable friendly register, clear paragraphs, a subject line and approximately 100 words.

Model answers are original ESOLish teaching examples, not official ESB answers.

EXAM-STYLE QUESTION 1**ESB Set F SAMPLE - Task 3**

You want to arrange a party for a family member. You recently visited two suitable places to have the party. Write an email to your friend describing and comparing the places.

You can

- say why you are having the party
- describe the two places
- tell your friend which one you have chosen

Use paragraphs. Write about 100 words.

To: _____

Subject: _____

MODEL ANSWER

To: sara@email.com

Subject: Mum's birthday party

Hi Sara,

I'm arranging a birthday party for my mum next month. I visited two places yesterday. The community hall is large, cheap and has plenty of space for children, but we would need to organise the food ourselves.

The Riverside Restaurant is smaller and more expensive, but it looks beautiful and the staff provide all the food. It is also close to the train station.

I have chosen the community hall because we can invite more people and decorate it ourselves. What do you think?

Best wishes,

Aisha

EXAM-STYLE QUESTION 2**ESB Set L SAMPLE - Task 3**

A friend is having a party. You want to buy a present for him/her. Invite a classmate to go shopping with you.

Write an email.

- Explain what you would like to buy.
- Give your opinions about different places to shop.
- Suggest a place to meet.

Use paragraphs. Write about 100 words.

To: _____

Subject : _____

MODEL ANSWER

To: nadia@email.com

Subject: Shopping for Sam's present

Hi Nadia,

Sam's birthday party is on Saturday, and I would like to buy him a good pair of headphones. Would you like to come shopping with me?

The shopping centre has several electronics shops, so we can compare prices. The high street is quieter, but there are fewer choices. I think the shopping centre will be better because we may find a special offer.

Can we meet outside the main entrance at 11 o'clock on Friday morning? We can shop together and have a coffee afterwards. Please let me know if you are free.

Best wishes,

Aisha

EXAM-STYLE QUESTION 3**ESB Set M SAMPLE - Task 3**

You recently visited a new shopping centre. Write an email to your friend telling him/her about it. Invite your friend to visit the shopping centre with you.

You can

- describe the shopping centre
- write about your recent visit
- suggest a time to visit together.

Use paragraphs. Write about 100 words.

To: _____

Subject: _____

From: _____

MODEL ANSWER

To: sara@email.com

Subject: New shopping centre

Hi Sara,

I visited the new Riverside Shopping Centre on Saturday and really enjoyed it. It is very modern, bright and spacious. There are lots of clothes shops, a supermarket, cafés and a large food court.

I went there with my sister. We bought some clothes, had lunch and looked around the new bookshop. It was busy, but the centre was clean and easy to walk around.

Would you like to go with me next weekend? We could meet at the station at 11 a.m. on Saturday and spend the afternoon there.

See you soon,

Aisha

EXAM-STYLE QUESTION 4**ESB Set N SAMPLE - Task 3**

Write an email to your friend telling him/her about a trip you would like to make.

Describe the trip.

- Give different travel and price options.
- Ask for your friend's opinion.

Use paragraphs. Write about 100 words.

To: friend@email.com

Subject: _____

MODEL ANSWER

To: friend@email.com

Subject: Trip to Edinburgh

Hi Sara,

I would like to visit Edinburgh for a weekend in October. I want to see the castle, walk around the old town and visit some museums. I think it would be a lovely short break.

We could travel by coach for about £35 return, but the journey is quite long. The train is faster and more comfortable, although it may cost around £70 if we book early. We could stay in a budget hotel near the centre.

Which travel option do you prefer? Would you like to come with me?

Best wishes,

Aisha

EXAM-STYLE QUESTION 5**ESB Set O SAMPLE - Task 3**

You started a new job for a local company. Your friend wants to work for the same company. Write an email to your friend and tell him / her how you got the job. Give advice.

Write about

- how you got the job
- what job you do
- what your friend should do.

Write about 100 words.

To: _____

Subject: _____

From: _____

MODEL ANSWER

To: sara@email.com

Subject: Working at Greenway Foods

Hi Sara,

I'm really enjoying my new job at Greenway Foods. I found the vacancy on the company website, completed an online application and then had an interview. A week later, they offered me the job.

I work as a customer-service assistant. I answer questions, help customers find products and sometimes work on the till. The staff are friendly and the training was useful.

If you want to work here, check the website regularly and prepare a clear CV. You should also practise interview questions. I think you would enjoy working here.

Best wishes,

Aisha