

C1 Advanced (CAE) Letter/Email: Topics Writing

C1 Advanced (CAE) Letter Topic/Task 1

You have received a letter from an English friend:

My new job is great, and next month I get to travel on business. Guess what – I'm actually coming to your town for a week!

I'll be free some evenings and one weekend. I want to make the most of this opportunity, so I'd like your advice please: where to go, what to do, and why?

*Cheers,
Chris*

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 2

Your company is going to make a video for publicity reasons, showing what the company does and the people who work there. Your manager has asked you to write a letter to all members of staff telling them about plans for this video.

Your letter **should explain**: why the video is going to be made what the video will contain what staff members will be asked to do.

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Email Topic/Task 3

You recently spent a week at an adventure sports centre. A friend is thinking of going to the same place and has sent you an email asking about your experiences there. Reply to your friend, giving information and advice.

In your email, you should **explain what you did** at the place, describe your feelings during your stay and advise your friend about going there.

Write your **email** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 4

You see this advertisement in an English-language magazine.

Festival Staff Required

We are looking for staff for an international rock festival, taking place over a three-day period in the west of England during the summer. We are looking for people with a good command of English who could work in the following areas:

- catering (food and drink stalls and tents)
- security (in the performance area, at entrances and around the site)
- first aid (for minor medical problems)
- retail (stalls selling merchandise relating to the artists appearing)

To apply, explain why you would like to work at the festival. Give details of the role(s) you would prefer and why, and give reasons why you would be suitable.

C1 Advanced (CAE) Email Topic/Task 5

Read part of an email from a friend who is planning on spending their Erasmus year in your country.

It goes without saying that I will need to learn Spanish, or at least have a good base before I come, but this is easier said than done. Are there any ways that I could save time doing this? Could you give me any useful tips to improve quickly?

Reply to the email message offering your friend some advice.

Write your **email** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 6

You see this advert in a newspaper:

Tour guides needed

We need a hard-working team of people to work as tour guides throughout the summer period. A good knowledge of your local area is required, as well as the ability to get on well with people. If you are at least 18 years old, write to us and tell us about your character and interests. We would also like you to say what you think is one of the highlights of your area and why.

Write a letter applying for the job advertised. You do not need to include postal addresses.

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 7

You have decided to go backpacking around Europe. One of your best friends did exactly that last year.

Write to your friend asking for advice. Look at the notes you have made below of all the things that you need to ask your friend .

Notes

- plan route or just go for it? • best way to travel'
- accommodation?
- insurance?
- places not to miss?
- possible problems?

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 8

You recently had an unpleasant experience when you were shopping in a department store. One of the assistants wrongly accused you of shoplifting. Although you were able to prove that you had paid for the item in question, you received no apology.

Write a letter to the manager of the shop, saying why you are angry and disappointed and asking for some kind of compensation for the way you were treated. Say that you will take further action if you do not receive an official apology.

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Email Topic/Task 9

You have read an opinion on a blog about a new mobile application for finding nightspots in a given postal code. The author of the piece presents a negative

picture of the application criticising its speed, accuracy. and usability. You, however, have used the application regularly and believe it to be excellent.

Write a response to the blogger expressing how the application has served you well, highlighting its user-friendliness, design, accuracy and speed. Feel free to address other points in your letter to be sent by e-mail.

Write your **email** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 10

You have received a letter from a friend :

I'm really enjoying the variety in my new job, which often allows me to travel on business. Actually, with that in mind, I'm contacting you now, as I'll be in your town for a week next month.

Could you tell me the best places to go and what I can do, so that I can make the most of my free time when I have the odd evening or weekend free?

Sheila

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 11

A friend of yours has written a letter to you telling you that they have started to suffer from asthma. You know that they started to smoke a few months ago and you are worried that they will become addicted. They are very enthusiastic about athletics and would like to win a scholarship to study sport technology at university.

Write to your friend and tell them that you think that smoking could be the cause of their health problems and how it might affect their future. Suggest ways in which they might get help in giving up smoking.

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 12

You have recently taken up a new hobby which you really enjoy. Write a letter to a friend telling them all about your new hobby.

Mention any special equipment or training that you need. Say what attracted you to the hobby in the first place and why you find it so enjoyable. Say if you think they would enjoy it or not and why.

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 13

A friend of yours has just bought a new computer and has high-speed Internet connection for the first time. Write them a letter telling them about the advantages of having the Internet. Tell them about interesting websites that you have visited. You should also warn them of any security dangers and disadvantages of the Internet.

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 14

You have just come back from seeing a play at the West End with a classmate and want to tell your sibling about it so they go to see the play/performance before it leaves to tour in the United States.

- Tell your sibling in a letter about the play including the characters, story, direction, stage props and audience reaction, among other aspects.
- Mention anything you would have changed or done differently, if applicable.

Write your **letter** in reply. Word Requirement: **220- 260** words

C1 Advanced (CAE) Letter Topic/Task 15

You are reading a local newspaper editorial where the publication argues that the citizens of the city should pay higher taxes to help fund the building of new facilities to host the Olympic Games. You disagree with this idea and write a letter to the editor explaining your reasons. You argue that the hard economic times have made it difficult for people to live and more taxes now would only

increase their burden. You don't see the value after the Olympic Games are over, and, moreover, you are against all the traffic and noise that will result from the new construction.

Write your **letter** in reply. Word Requirement: **220- 260** words