

B2 First (FCE) Email/Letter: Writing Topics

B2 First (FCE) Email/Letter Topic 1

You have received this email from an English-speaking boy called Simon.

Hello,

I would like to get to know someone from your country and a friend has told me that you would like to practise your English. Perhaps we could email each other: Could you tell me a bit about yourself and your family? Could you suggest how we might meet sometime in the future?

Thanks, Simon

Write your **email** in 140-190 words in an appropriate style.

B2 First (FCE) Email/Letter Topic 2

You have received this email from your English-speaking friend. Jean.

I hear you organised a surprise birthday party for your mother: I'd love to hear about it. What kind of party did you organise? Who did you invite? How did it go?

Do tell me.

Love, Jean

Write your **email** in 140-190 words in an appropriate style."

B2 First (FCE) Email/Letter Topic 3

You recently helped organise a college ski trip and you have received this email from a parent of one of the students who went.

I understand you were one of the organisers of our son's ski trip. I have to say my husband and I were extremely dissatisfied with the arrangements. My son has informed us that the ski slopes were poor, the lessons were fewer than promised and the accommodation was inadequate.

Can you please give us a satisfactory explanation?

*Yours sincerely,
Nora White*

Write your **email** in 140-190 words in an appropriate style.

B2 First (FCE) Email/Letter Topic 4

You see this advertisement in a student newspaper.

Lifeguard assistants wanted

We are looking for someone in August to assist our lifeguards, provide supervision during beach activities and observe swimmers.

Write to the Lifeguard Manager, saying what your experience and qualifications are and stating the reasons why you are suitable for the job.

Write your **email** in 140-190 words in an appropriate style.

B2 First (FCE) Email/Letter Topic 5

You see this announcement in an English-language college prospectus.

Scholarships

Every year, two scholarships are offered to candidates from overseas who can show how our one-year course in English and American studies would help their careers. Scholarships cover fees, accommodation and food, but not transport or personal spending money.

To apply, write a letter explaining why you think you deserve a scholarship.

Write your **letter** in 140-190 words in an appropriate style.

B2 First (FCE) Email/Letter Topic 6

Your Italian pen friend, Antonia, wrote and asked about your lifestyle in England.

Read part of Antonia's letter and reply.

I think I have a very healthy lifestyle. I eat a lot of fruit and I get a lot of fresh air. My family lives near the mountains, so we often go walking. Last weekend, we went rock climbing. I saw a lot of wildlife and I took a lot of photos. What kind of lifestyle do you have?

Write your **letter** in 140-190 words in an appropriate style.

B2 First (FCE) Email/Letter Topic 7

This is part of a letter you receive from an English friend.

In your last letter, you said you were organising a surprise party for a friend. Was it difficult to organise? What did your friend say? I love to hear how it went.

Write your **letter**, answering your friend's questions and giving relevant details.

B2 First (FCE) Email/Letter Topic 8

You have seen the following advertisement in a newspaper:

VOLUNTEERS NEEDED!

We are the National Diabetes Organisation and we are organising a camp for diabetic children. We need volunteers to work with us during the camp.

Your responsibilities will include:

- *Teaching children about diabetes*
- *Playing games with them*

Also, you should speak several languages because it's an international camp

Write a **letter** applying to become a volunteer.

B2 First (FCE) Email/Letter Topic 9

You have come across the following advertisement online:

FITNESS SUMMER CAMP

Do you need to get fit in a short period of time? Do you have the experience exercising but want to learn even more? Come and join our fitness summer camp. It will be a great experience and you will return home feeling better than ever and knowing much more about healthy lifestyles.

Write an email to find out more about the camp.

In your email, you should:

- explain why you would benefit from this camp
- ask for more information about the diet and accommodation

Write a **letter**.

B2 First (FCE) Email/Letter Topic 10

You have received this email from your English-speaking friend David.

From: David

Subject: touring holiday Some college friends of mine are visiting your area soon for a week's touring holiday.

They would like to travel around and learn about your local area and its history. Can you tell me about some of the places they could visit? What's the best way to travel around – car, bike or coach?

Thanks, David

Write your **email**.