

20

B2

Writings

Resueltos

FROM REAL TESTS

EOI

*Formal & Informal Emails
Articles - Essays - Reviews
Blogs - Written Mediations*

BY CELES ENGLISH - M.C.F.

20 WRITINGS

RESUELTOS

EOI – B2 LEVEL

- **FORMAL & INFORMAL EMAILS**
- **ARTICLES**
- **ESSAYS**
- **REVIEWS**
- **BLOGS**
- **WRITTEN MEDIATIONS**
- **PHRASES TO USE IN YOUR WRITINGS**
- **STRUCTURE OF THE DIFFERENT TASKS**

WRITING TASKS IN THE EOI LEVEL B2

In the EOI Exam Level B2, you will encounter a range of written tasks that evaluate your ability to use and apply a variety of grammar structures and vocabulary effectively.

The most common types of writing tasks include:

- ☒ Formal emails
- ☒ Informal emails
- ☒ Essays
- ☒ Articles
- ☒ Blog entries
- ☒ Posts on websites or social media
- ☒ Reviews
- ☒ Written mediation

In each of these tasks, it is essential to demonstrate your command over the language and your capacity to express ideas clearly and coherently.

Practice and familiarity with these different writing styles will undoubtedly contribute to your success in the examination.

CONTENTS

In this book, you will discover a diverse range of written tasks accompanied by their model answers. These tasks are based on authentic tests administered in various communities across Spain.

Throughout the book, you can expect to find:

☒ Real tests instructions

FORMAL EMAIL 1

(ANDALUCÍA, 2021)

You have just read the following advertisement and decide to volunteer. Write an email offering your help and include any necessary details.

VOLUNTEERS NEEDED

"Family Relief" is a registered local charity that provides help to those who are most in need in our town. We need volunteers for our charity shops as well as to collect donations or deliver basic supplies around town. Can you help us? Send us a message with a reason why you want to help us.

Write your email in 125-150 words.



REVIEW

CASTILLA LA MANCHA 2019

Write a text between 150 and 160 words on ONE of the following topics:

OPCIÓN "A"

We all like having a meal out every now and then. Write a restaurant review of a place you would not recommend at all.

In your review include, at least, two of the following points:

- Location and price.
- Atmosphere and/or service.
- Food quality.
- Why you wouldn't recommend it.

✓ Model Answers

I recently had the opportunity to try out Sushi House, a Japanese restaurant. Honestly, I wouldn't recommend it at all. Let me explain why.

Firstly, the location and price were quite disappointing as it's situated far away from the city centre, making it inconvenient to reach, especially without a car. Additionally, the prices were

higher compared to other Japanese restaurants in the area. Considering the distance and the service didn't impress me, I didn't follow their suggestions and they didn't seem to care, which made the experience unpleasant.

Now, onto the most important part: the food quality.

Unfortunately, Sushi House fell short in this aspect. The sushi rolls were poorly made, with loose rice and not-so-fresh fish.

Moreover, the portion sizes were surprisingly small for the high prices.

I strongly recommend exploring other Japanese restaurants in the area for a better dining experience. Sushi House simply didn't meet my expectations.

159 words

✓ A detailed description of the structure of the writing task

What is the structure of a review?

Here are some key points to keep in mind when writing a review:

- 1. Introduction:** Start your review by introducing the product you are reviewing.

Offer some basic information, such as the name, location.

You can also mention your general impression.

2. Body:

In the body paragraphs, focus on specific aspects of the product. Here are some common points to consider:

➤ Other Important Points:

Depending on the place or product, you can also include additional points.

For example, if you're reviewing a hotel, you can talk about cleanliness, amenities, or customer service.

3. Conclusion:

Summarize your overall experience.

Clearly say if you would recommend the place or product and why.

☑ Lists of Phrases you can study and later use in your writings.



Here are some useful phrases for writing a formal email/letter at the B2 level:

☑ Opening:

I am writing to inquire about/express my interest in...

I am writing in response to your advertisement/invitation/request...

I am writing to bring a matter of utmost importance to your attention...

☑ Common mistakes to avoid

What mistakes should students avoid when writing articles like this one?

When writing articles like the one above, students should be aware of common mistakes such as the ones regarding:

➡ Grammar and sentence structure:

Students should pay attention to verb tenses and sentence construction.

Incorrect grammar can make the writing unclear or confusing.

➡ Vocabulary:

It is important to use appropriate vocabulary effectively.

Students should avoid using words that are not familiar with, as it may affect the quality of the writing.

➡ Register and tone:

Students should pay attention to the instructions to see if what they need to write is informal (articles for teenagers' magazine, or informal blogs) or more formal.

☑ Lists of Formal and Informal Linkers

☞ Use formal linkers:

1. Addition:

- Additionally,
- Furthermore,
- Moreover,
- In addition,
- Besides,

2. Contrast:

- However,
- Nevertheless,
- Nonetheless,
- On the other hand,
- Conversely,

☞ Use informal linkers:

1. Addition:

- Also,
- Plus,
- Besides,
- On top of that,

2. Contrast:

- But,
- Still,
- However,
- Although...

☑ Suggestions and advice to take into account.

What do I need to take into account when writing an essay?

In the EOI exam, there are certain elements and language features to take into account:

⇒ **Coherence and cohesion:** You should use linking words and ideas.

⇒ **Grammar structures:** To demonstrate a B2 level, you should incorporate a variety of complex sentence structures. For example:

- ✓ Conditional sentences
- ✓ Reported speech

- ✓ Modal verbs
 - ✓ Passive voice
 - ✓ Comparative & Superlative structures
 - ✓ A variety of tenses
 - ✓ Relative clauses (introduced by relative pronouns such as "which", "who", "that", "where", "when").
- ⇒ **Vocabulary and register:** You should use a range of vocabulary appropriate for the topic and level of formality. You need to know vocabulary related to the topic.

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FORMAL EMAIL 1

(ANDALUCÍA, 2021)

You have just read the following advertisement and decide to volunteer.
Write an email offering your help and include any necessary details.

VOLUNTEERS NEEDED



"Family Relief" is a registered local charity that provides help to those who are most in need in our town. We need volunteers for our charity shops as well as to collect donations or deliver basic supplies around town. Can you help us? Send us an email and tell us what you can do, your availability as well as the reason why you want to help us.

Write your email in 125-150 words.

Dear Sir/Madam,

I hope this email finds you well. My name is Mary, and I have recently come across the advertisement for volunteers in your local charity "Family Relief." I am writing to offer my assistance and express my interest in supporting your noble cause.

As a volunteer, I am open to various tasks such as gathering contributions and transporting essential provisions around town. Regarding my availability, I am available on weekdays between 10:00 AM and 3:00 PM. However, I am flexible and willing to adjust my schedule to accommodate the needs of the charity.

The reason I want to help your organization is because I have always had a passion for community service and lending a helping hand to those going through a bad moment.

Please let me know if there are any further steps I need to take. Thank you for considering my application.

Yours faithfully,

Mary T.

(148 WORDS)

What are formal emails/letters?

Formal emails are commonly used in **professional and formal settings**, such as job applications, inquiries, or communication with organizations or institutions.

What are the main characteristics of formal emails?

Here are the main characteristics of formal emails:

- **Polite and professional tone:** The language used in formal emails is polite, respectful, and maintains a professional tone throughout.
- **Clear and concise language:** The content of the letter is communicated in a straightforward and concise manner. It avoids unnecessary details and focuses on the main points.
- **Standard email format:** The email follows a standard format with a proper salutation (e.g., "Dear Sir/Madam" or the name of the person), introduction, body, and closing. It maintains a formal structure similar to a traditional letter.

- **Specific purpose and clear intention:** Formal emails have a specific purpose, which is clearly stated in the letter. In this case, the purpose is to offer help as a volunteer and provide necessary details.

- **Formal language and vocabulary:** Formal emails use appropriate vocabulary and avoid using slang or informal expressions.

- **Professional closing:** The email ends with a polite and professional closing, such as “Yours faithfully” (if you began the letter with “Dear Sir/Madam”), “Yours sincerely (if you have mentioned the person’s name)” or “Kind regards,” followed by the sender's name.

These characteristics ensure that the letter is respectful, well-structured, and effectively conveys the sender's message.

What is the structure of formal emails?

Let's revise the structure we have used in the sample email offering our services for the charity organization:

1. Greeting:

We started the email with a polite and formal greeting such as "Dear Sir/Madam." This sets a respectful tone for the communication.

2. Introduction:

We began by expressing our interest in the volunteer opportunity and we mentioned the organization's name. This lets the recipient know that we have read the advertisement and are genuinely interested in helping.

3. Offer of assistance:

We clearly stated that we were willing to volunteer and specified the tasks we were open to. This demonstrates our willingness to contribute.

4. Availability:

We shared our availability for volunteering, including specific days and time ranges. It's important to convey that we have

considered our schedule and are committed to dedicating our time to the organization.

5. Reason for volunteering:

We explained the motivation behind our desire to help. This shows that we have a genuine interest in the cause and can help create a connection with the organization.

6. Closing:

We ended the email with a polite closing, such as "Yours faithfully," followed by the sender's name.

How can you approach a task like this one in your exam?

Here are some tips and suggestions for writing formal emails in your EOI exam:

- **Read the instructions in detail:**

Do not forget to include any information.

- **Plan your content:**

Before writing, make a brief outline of what you want to include in your email.

This will help you organize your thoughts and ensure that you cover all the necessary points.

- **Timing:**

Pay attention to timing. You should write your answer within the time limit.

- **Proofread for grammar and spelling:**

One of the most difficult tasks! You should take the time to review your email for any grammar or spelling mistakes.

- **Keep it professional:**

While it's essential to show enthusiasm, maintain a professional tone throughout the email.

Avoid being overly informal or using overly emotional language.



Here are some useful phrases for writing a formal email/letter at the B2 level:

☒ **Opening:**

I am writing to inquire about/express my interest in...

I am writing in response to your
advertisement/invitation/request...

I am writing to bring a matter of utmost importance to your
attention...

☒ **Giving information:**

I would like to provide some background information regarding...

I am pleased to inform you that...

I would like to draw your attention to the fact that...

☒ **Making requests:**

I would be grateful if you could...

I kindly request that you...

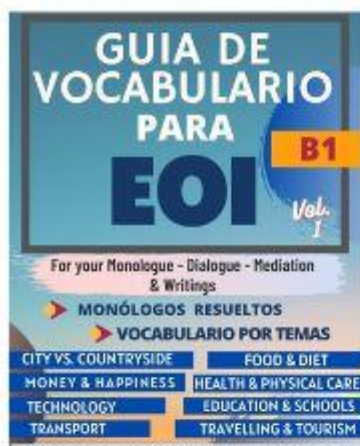
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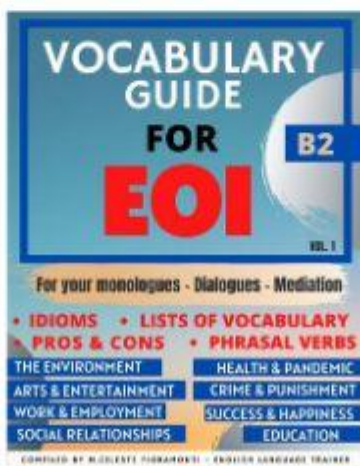
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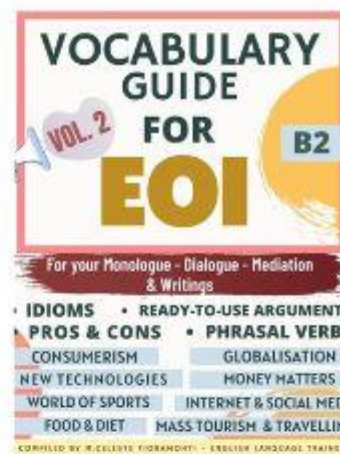
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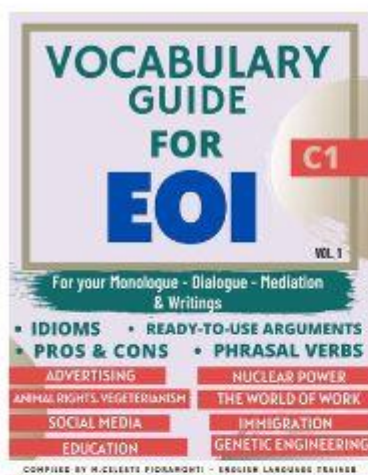
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VOCABULARY GUIDE
EOI B2 VOLUME 1



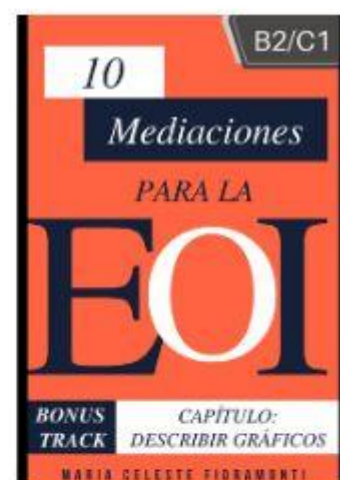
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EOI C1/C2 VOLUME 1



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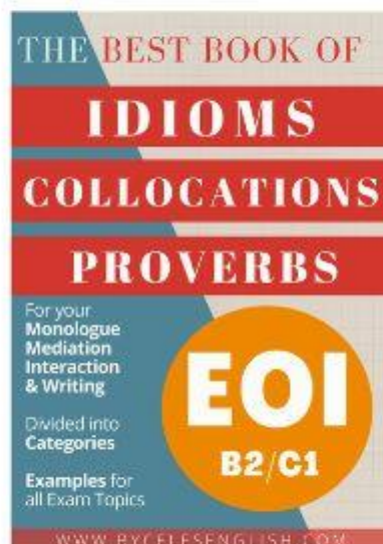
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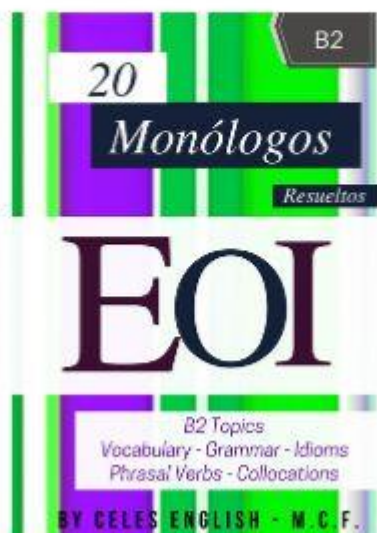
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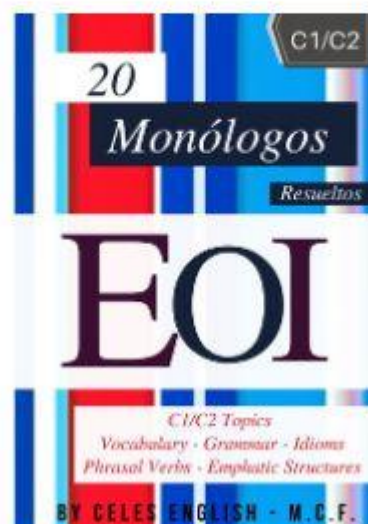
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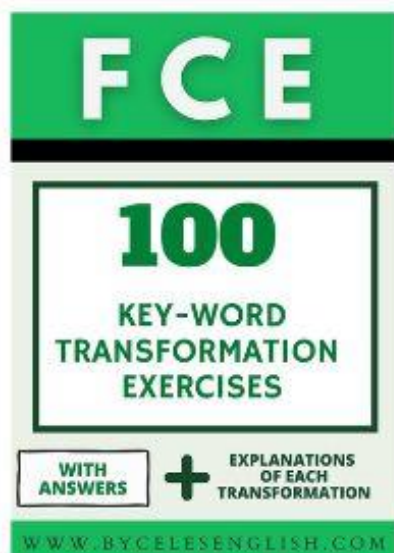


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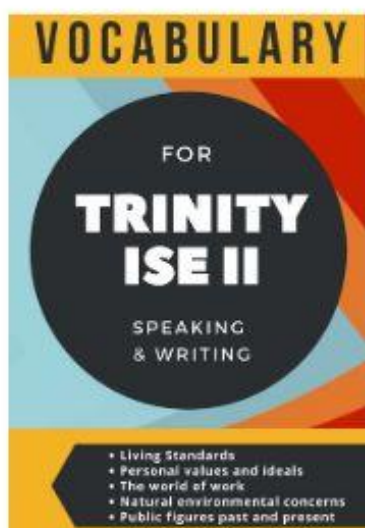
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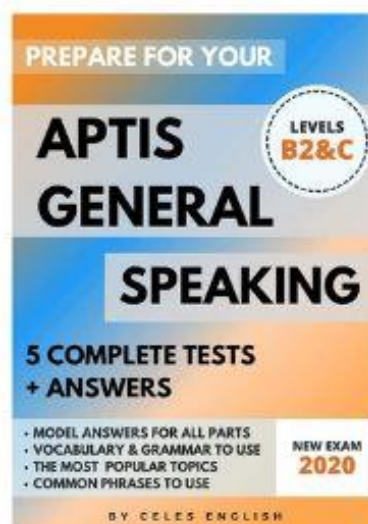
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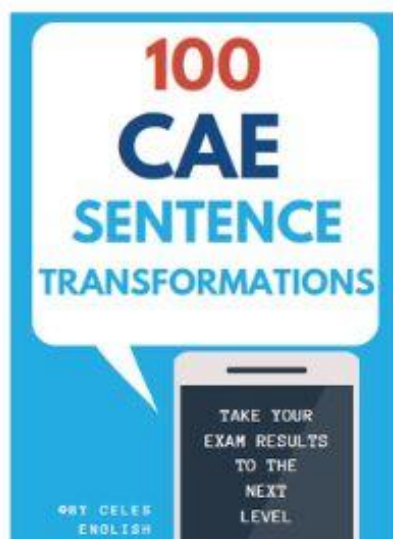
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TRANSFORMATIONS
WITH EXPLANATIONS



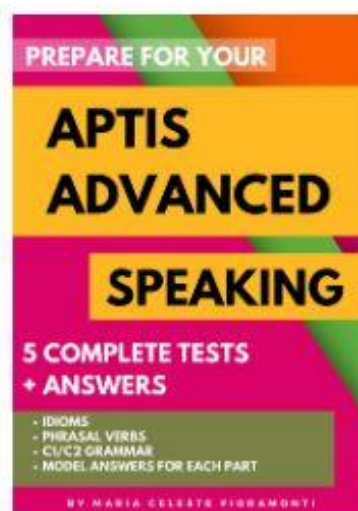
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CAE USE OF ENGLISH
PART 4



APTIS ADVANCED
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