

# Getting the message

**1** You have to leave school early and will miss an important lesson. Write a note for the teacher. In your note, you should

- apologise for missing the lesson
- give your reason
- explain what you will do about the work that you miss.

Write 35-45 words.

Read this sample answer.

Dear Mrs Judd,  
I'll get the important notes and homework topic from one of my classmates tomorrow. My mother has a doctor's appointment and so I have to go home and look after my little sister. I'm sorry, but I have to miss your lesson today.  
Kitty

- What does Kitty want to tell the teacher about the lesson?
- Why does she have to look after her little sister?
- What will Kitty do about the work she has missed?

The information in Kitty's letter is in the wrong order. Using your answers to the questions, rewrite it in the correct order.

**2** A friend has sent you an email asking if he can come and visit you for the day. You would like to see him, but the date he suggests is not convenient. Write a reply. In your email you should

- thank him for his message
- explain that the date he suggests is not convenient
- suggest an alternative date.

Write 35-45 words.

Look at this sample answer. Which sentences can you cut to make it less than 45 words?

Hi Hilary,  
Nice to hear from you. We haven't seen each other since Judy's party last Christmas. (Have you heard from her, by the way?) It would be great to see you again, but I'm afraid Saturday 8th April is not possible as I'm going to a wedding that day. I'm not the bridegroom, don't worry! It's my cousin Laura, who's marrying an airline pilot from Sri Lanka. What about Sunday 9th instead? I don't have anything to do that day, and I'll be able to tell you how the wedding went. Could you let me know?  
Cheers, [95 words excluding names and opening and closing salutations]  
Andrew

Work with a partner. Read each other's messages and compare how you have cut the text. Which version works better?

**3** Your friend has returned a DVD she borrowed from you, but the box is empty. Write a note to her. In it you should

- thank her for returning the DVD
- point out her mistake
- ask her to look for it.

Write 35-45 words.

Look at this sample answer. There are no problems with the length and content, but there are ten grammar and spelling mistakes. Underline all the mistakes and rewrite the corrected message.

Susie,  
Tanks for return my DVD, but I think you've done a mistake — the box it is empty! You could look for my disk in home, please? I bring the empty box at school tomorrow.  
Hope you can to find it!  
Ivan

**4** You've just been given a new pet. Write an email to your friend Becky. In it you should

- tell Becky the news about your new pet
- invite her to come and see it
- suggest a day and time for her to come.

Write 35-45 words.

Look at this sample answer. What's missing? Rewrite it so that it answers all three parts of the question.

Becky,  
Hi! Guess what — I've just been given a beautiful puppy! He's a golden labrador and he's so sweet. You'll love him, I'm sure. I haven't thought of a name for him yet. Oops! Must go — he's trying to eat one of my shoes!  
Love,  
Tanya

**5** Your teacher will give you model answers to exercises 1-4. Correct or revise your own answers if necessary.

# Missing pieces

Here are two examples of questions for PET Writing Part 2. (Remember, in this question the answer should be 35-45 words.)

**1** It's your last day at school. A classmate you really like is absent so you can't say goodbye to her. Write her a note. In it you should

- say you're sorry not to have seen her today
- tell her how much you have enjoyed studying with her
- wish her good luck and suggest that you both keep in touch.

**2** Some friends lent you their summer house for a holiday. Write a note to them. In it you should

- thank them for their kindness
- say something about your holiday
- invite your friends to come and visit you.

Two incomplete model answers to these questions follow.

Here are two of the four points needed to complete the messages. Copy these into the right parts of each answer. Then write the other missing points to complete each message.

I visited lots of the places you recommended and I had a really great holiday.  
Sorry to have missed you today.

**1**  
Hello Maya,  
..... It's my last day at school and I wanted to say goodbye.  
..... Good luck with everything, and let's keep in touch, shall we? Take care.  
Love,  
Karin

**2**  
Dear Paolo and Francesca,  
It was so kind of you to lend me your summer house.  
..... You must come and visit me soon.  
.....  
Best wishes,  
Nazim

# Exam-style task

## Hints and tips for Writing Part 2

What you have to do

- You must write a message to someone. It may be a note, a card or an email.
- The instructions tell you who you are writing to and why.
- Your message must include the three points listed.
- Your message must be 35-45 words in length.

How to approach it

- Think about the question carefully and plan what to include in your answer.
- You will not lose marks for minor errors but your message must be clear and well organised.
- Check that you have included each of the three points in the list.

- Check that you have kept to the word limit: answers that are too long or too short will probably lose marks.

How to prepare yourself

- It is important to understand the following verbs: *apologise, ask, explain, invite, suggest, tell* and *thank*.
- Work on your punctuation and spelling. See *Objective PET* page 21 and *Insight into PET* page 51, published by Cambridge University Press.
- Practise writing messages that are between 35 and 45 words long, giving yourself a time limit.
- Work with another student and compare what you have written. Rewrite your messages to improve them.
- If you can, practise outside the class by writing short emails in English to other students.

See page 143 for the Answers.

## PART 2

A month ago your friend, David, borrowed your tent to go on a camping holiday. He still hasn't returned it and you want to use it yourself next week for a camping trip.

Write an email to David. In your email, you should

- ask him about his camping holiday
- explain that you need your tent
- suggest a time tomorrow when you could come and collect it.

Write 35-45 words.