

**PET**

**WRITING &  
LISTENING**

# PET WRITING TASKS

- Writing is tested in Paper 1 of the Preliminary English Test. There are **3 writing tasks**

Part 1: Sentence Transformations

Part 2: Short Message

Part 3: Longer Piece

# Writing Test Part 1

In Part 1 you are given 5 sentences on a similar subject. You have to complete a second sentence so that it means the same as the first using a maximum of three words.

1. The bus station is near the new shopping centre.

The bus station isn't ..... the new shopping centre.

'far from'.

# Writing Test Part 1

2. I've never been to this shop before.

**This is ..... I've been in this shop.**

**'the first time'**

3. The choice of food here is not as good as in the market.

**The choice of food in the market ..... here.**

**'is better than'.**

# Writing Test Part 1

4. There is late-night shopping on Thursday.

**The shops ..... on Thursday.**

**'are open late'**

5. Shall we go into town this afternoon?

**Would ..... go into town this afternoon.**

**'you like to'**

# Writing Part 2

You have to write a short message

between 35-45 words such as **a postcard**, **a note** or **an email**. The question will give you **three points** to include in the message.

## SAMPLE TASK

- **A friend in your English class called Elena has invited you to her wedding.**

**Write an email to Elena. In your email you should:**

- **congratulate her on her marriage**
- **say how pleased you are to be invited**
- **ask her if there is anything she would like as a present**
- **Write 35-45 words.**

# Paragraphs in Informal Letters

- In Part 3 of the Writing Paper you have the choice of writing an informal letter of around 100 words. Informal letters need to be well organised and one way to show your organisation is through the use of paragraphs.
- A letter of of 100 words can easily be organised around 3 paragraphs.  
**Paragraph 1** - the introduction. When we are replying to a letter we usually say something about what was in the original letter.  
**Paragraph 2** - the main content.  
**Paragraph 3** - the conclusion which usually ends with something like 'Write back soon'.

# Study Tip

When writing paragraphs make sure you write to the end of each line. Only finish a sentence mid-way along the line when you have come to the end of a paragraph.

*You wanted to know about a typical morning. Well, on days when I go to college I usually get up about 7.00 o'clock. My mum always asks me to sit down and have breakfast before I leave. Unfortunately, I don't have much time and I eat breakfast at college. I go to college by bus. It takes about 30 minutes but sometimes it's longer if there's a lot of traffic. As soon as I arrive I meet my friends and get the latest news.*



# Not like this

*You wanted to know about a typical morning. Well, on days when I go to college I usually get up about 7.00 o'clock.*

*My mum always asks me to sit down and have breakfast before I leave. Unfortunately, I don't have much time and I eat breakfast at college. I go to college by bus. It takes about 30 minutes but sometimes it's longer if there's a lot of traffic.*

*As soon as I arrive I meet my friends and get the latest news.*

Also, leaving a line between paragraphs can make your organisation even clearer to the reader.

# Writing Part 3

**Writing Part 3 is worth 15% of your total PET mark. This is a lot!**

**You have 20 - 25 minutes to complete Part 3.**

**You have a choice between a letter to a friend or a story of about 100 words. 100 words means THREE paragraphs. Bob Wilson advises you to do the letter. It is quite easy to get good marks for a letter and it is very difficult to get good marks for a story. Why? Letters have a format which is easy to memorize. On the other hand, stories are attractive because you can be creative. However, creativity in English needs complicated grammar. My advice is to do the letter.**

The letter below has been written without the use of paragraphs. How would you organise the sentences into paragraphs?

*Dear Mikel*

*It was nice to hear from you.*

*Of course I will help you with your school project!*

*You wanted to know about a typical morning.*

*Well, on days when I go to college I usually get up about 7.00 o'clock.*

*My mum always asks me to sit down and have breakfast before I leave.*

*Unfortunately, I don't have much time and I eat breakfast at college.*

*I go to college by bus.*

*It takes about 30 minutes but sometimes it's longer if there's a lot of traffic.*

*As soon as I arrive I meet my friends and get the latest news.*

*Anyway, give my love to your family.*

*Write back soon.*

*Best wishes*

*Steve*

# The same letter but paragraphed

- *Dear Mikel*

*It was nice to hear from you. Of course I will help you with your school project!*

*You wanted to know about a typical morning. Well, on days when I go to college I usually get up about 7.00 o'clock. My mum always asks me to sit down and have breakfast before I leave. Unfortunately, I don't have much time and I eat breakfast at college. I go to college by bus. It takes about 30 minutes but sometimes it's longer if there's a lot of traffic. As soon as I arrive I meet my friends and get the latest news.*

*Anyway, give my love to your family. Write back soon.*

*Best wishes*

*Steve*

# Phrases for Informal Letters

There are many words and expressions you can use in your letters to help you create an informal style

## **Starting your letter (Paragraph 1)**

Thanks for your letter.  
Lovely to hear from you.  
How are you?  
How are things?  
Hope you're well..

# Commenting on something (Paragraph 1)

I'm sorry to hear/learn ...

I'm so pleased to hear ...

It's great to hear ...

What wonderful news about ...

## Moving the topic on (Paragraph 2)

Anyway, the reason I'm writing ...

I thought I'd write to tell/ask you

Anyway, I was wondering ...



# Sample Questions

## Question 7-8

Write an answer **to one** of the questions (**7 or 8**) in this part.

Write about 100 words.

## Question 7

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

*We're doing a project on life in the UK at school and I wondered if you could tell me something about a particular festival you celebrate as a family.*



Your teacher has asked you to write a story.  
This is the title of the story.

An Old Friend