

## Writing skills practice: A more formal email – writing practice

Read the exam question and write your email below.

**Exam question**

You are interested in doing some volunteer work during your school holidays. Read the advertisement (right) which you saw on the internet and some notes you have made in red. Write an email to Caroline Robinson using all the notes. You should write approximately 150 words.

**Looking for something fun to do during the school holidays?**

Ever thought about volunteering? Come and join one of our volunteer projects! First-time volunteers welcome – no experience required.

- ⇒ One-day and two-day projects
- ⇒ Wide range of projects and locations
- ⇒ Morning and afternoon work, with a break for lunch
- ⇒ Highly experienced group leaders
- ⇒ No admin fees

For further information email volunteer coordinator Caroline Robinson: [caroline@volunteer.org](mailto:caroline@volunteer.org)

*Any longer projects?*

*Any other costs?*

*More details?*

*Provided, or should I bring my own?*



The form is a screenshot of an email composition window. At the top, it shows a status bar with the time 8:31 and a battery icon. Below that is a header bar with 'Cancel' on the left, 'New Message' in the center, and 'Send' on the right. The main area contains a 'To:' field with the address 'caroline@volunteer.org' and a 'Subject:' field with a dotted line for input. The body of the email is a large area with horizontal dotted lines for writing.