Email

Reply to a message, answer every point and sound natural — from A2 Key to C1 Advanced.

Plantilla para escribir un email en inglés en los exámenes Cambridge: estructura, frases y modelo.

1 Where will you write it?

En qué examen aparece

A2	B1	B2	C1	C2
A2 Key	**B1 Preliminary**	**B2 First**	**C1 Advanced**	**C2 Proficiency**
25+	**~100**	**140–190**	**220–260**	Not in this exam
Part 6 · short email or note, 3 points	Part 1 · compulsory reply, 4 notes	Part 2 · option (email or letter)	Part 2 · option (email or letter)	

At B1 Preliminary the email is compulsory. At B2 and C1 you choose it from several Part 2 tasks.

2 Know your reader

Lector, registro y objetivo

WHO READS IT?
A friend, a teacher, a colleague or a company — the task tells you.

REGISTER
Usually informal at A2–B1. At B2–C1 it can be informal or formal: match the reader.

YOUR GOAL
Answer every point in the task, clearly and in a friendly, natural way.

3 Structure

Estructura párrafo a párrafo

Greeting Saludo	Hi Sam, · Dear Ms Lopez,	
Opening Inicio	Thank them / say why you're writing.	**15** words
Point 1 + 2 Párrafo 2	Answer the first notes in the task, with details.	**35** words
Point 3 + 4 Párrafo 3	Answer the rest. Ask a question back if natural.	**35** words
Closing Cierre	Final line + sign-off: Write soon, / Best wishes,	**15** words

Word guide based on a B1 Preliminary email (~100 words). Adjust for your level.

4 Plan your time

Cómo repartir el tiempo

2–3 min	5 min	25–30 min	5 min
Read	**Plan**	**Write**	**Check**
Underline every point.	Paragraphs + key phrases.	Follow your plan.	Use the checklist.

One task at B2–C2 ≈ 40–45 minutes. B1 Preliminary ≈ 20 minutes per task: same four steps, shorter.

5 Useful language

Frases útiles por nivel

Function	B1 B2 Good	C1 C2 Even better
Opening Empezar	Thanks for your email. · It was great to hear from you.	I'm writing to let you know... · Sorry it's taken me so long to reply.
Giving news Contar	Guess what? · I've just...	You'll never believe what happened...
Suggesting Sugerir	Why don't we...? · How about...?	It might be worth... · If I were you, I'd...
Asking Preguntar	Can you tell me...? · Do you know if...?	I was wondering if you could... · Would you mind...?
Closing Despedirse	Write soon! · See you soon. · Best wishes,	Looking forward to hearing from you. · Give my love to...

6 What the examiner checks

Los 4 criterios de corrección

Content
Contenido

Answer **every** note or question in the task. A missing point costs marks.

Communicative Achievement
Registro y efecto

Sound like a real email: friendly tone for friends, polite for strangers.

Organisation
Organización

Use paragraphs and link ideas: and, but, so, because, also.

Language
Lengua

Use a range of tenses and some less common words; check spelling.

B1 Preliminary to C2 Proficiency writing is marked on these four criteria, each out of 5.

7 Spanish speakers' traps

Errores típicos

✗ ~~Dear friend Sam,~~
✓ **Hi Sam, / Dear Sam,**
no "friend" in the greeting

✗ ~~I hope you are well and your family too.~~
✓ **I hope you and your family are well.**
natural word order

✗ ~~I write you to tell...~~
✓ **I'm writing to tell you...**
present continuous + **to** you

✗ ~~Kisses, Ana~~
✓ **Love, Ana / Best wishes,**
"besos" ≠ kisses in English

✗ ~~I wait your answer.~~
✓ **I look forward to hearing from you.**
+ **-ing**

✗ ~~Explain me the plan.~~
✓ **Explain the plan to me.**
explain something **to** someone

8 Level up a sentence

Sube de nivel

A2	Do you want to come to my party on Saturday? It is at my house.	Simple question + basic fact.
B1	I'm having a party on Saturday and **I'd love you to come**. It starts at eight.	Present continuous for plans + "I'd love".
B2	I'm throwing a party on Saturday, so **if you're free**, it would be great to see you there.	Collocation + conditional.
C1	I'm having a few friends round on Saturday — **it wouldn't be the same without you**, so do try to make it.	Natural phrasing + emphatic "do".

9 Model answer

Respuesta modelo · B1 Preliminary

101 words

Task: Your English friend Sam wants to visit you in July. Reply: say yes, suggest what to do, say where Sam can stay, and ask about travel.

Hi Sam,

1 Thanks for your email — of course you can come in July! I can't wait to see you.

2 It's really hot here in summer, so why don't we spend a day at the beach in La Manga? We could also visit the old town in Murcia and try some tapas — you'll love them. You can stay at my flat — we've got a spare room.

3 Are you going to fly to Alicante or Murcia? If you send me your flight details, I'll pick you up at the airport. Let me know soon so I can plan everything!

4 Write soon!
Lucía

1 Friendly opening that answers the main question.
2 Suggestions + where to stay.
3 Question back about travel.
4 Short informal sign-off.

10 Before you hand it in

Revisa antes de entregar

- [ ] I answered every point in the task.
- [ ] I used paragraphs.
- [ ] I used a range of tenses.
- [ ] No "Dear friend" or "Kisses"!
- [ ] My greeting and sign-off match the reader.
- [ ] I asked at least one question (if natural).
- [ ] I checked the word count.
- [ ] I checked spelling and capital letters.

11 Now you try

Ahora te toca a ti

B1 Your English teacher is organising an end-of-course trip. Email him: say where you would like to go, suggest a day, say what you could bring and ask about the cost.

Greeting

Opening

Point 1 + 2

Point 3 + 4

Closing

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