Cambridge Writing Tasks — All Levels

Guía de tareas de writing · A2 Flyers to C2 Proficiency · mayspeak.es

A2 Flyers

Young Learners · Picture Story (Part 7)

TASK	REGISTER & TONE	TARGET AUDIENCE	STRUCTURE	SITUATION & LENGTH	PURPOSE / CONTENT
Picture story	Informal	No specific reader — assessed for ability	Opening: set the scene Events (3 pictures) Ending	Write a story based on three pictures 20+ words	To **narrate** a sequence of events from pictures Simple **past tense** narration **Linking words:** then, after that, finally Spelling must be correct

A2 Key (KET)

Two writing tasks: Part 6 (Email/Note) + Part 7 (Story)

TASK	REGISTER & TONE	TARGET AUDIENCE	STRUCTURE	SITUATION & LENGTH	PURPOSE / CONTENT
Email / Note Part 6	Informal	Friend, family member, neighbour, teacher	Greeting Opening Body (address all notes) Closing	Reply to a given email using 3 bullet-point notes ~25–35 words	**Address all 3 content points** Thank, inform, invite, apologise, explain **Formulaic** opening/closing expressions Hi / Bye / Best wishes
Story Part 7	Informal Semi-formal	Magazine readers, peers	Opening sentence (given) Events Ending	Continue a story from a given first sentence ~35+ words	**Entertain** the reader **Connecting words:** first, then, after that, finally **Tenses** important; also adjectives + adverbs Keep the plot simple and clear

B1 Preliminary (PET) Two writing tasks: Part 1 (Email) + Part 2 (Article or Story)

TASK	REGISTER & TONE	TARGET AUDIENCE	STRUCTURE	SITUATION & LENGTH	PURPOSE / CONTENT
Email Part 1	Informal	Friend, family member	Greeting Opening Body (4 content points) Closing	Reply to a received email using 4 annotated notes ~100 words	**Address all 4 content points** Agree/disagree, give opinion, offer, explain, invite **Functional language** required Use your own words, not copied phrases
Article Part 2	Semi-formal Informal	Magazine / website readers with similar interests	Title Introduction Main paragraphs Conclusion	Topic from a magazine or website announcement ~100 words	**Engage and interest** the reader Personal opinion and comment **Interesting adjectives,** adverbs, varied vocabulary Address all questions in the prompt
Story Part 2	Semi-formal	Magazine readers, competition judges	Opening sentence (given) Plot Climax Ending	Continue from a given opening sentence ~100 words	**Entertain,** surprise, delight **Tenses** very important; adjectives, adverbs, strong verbs Use: humour, conflict, surprise **Dialogue** optional but effective

B2 First (FCE) Two writing tasks: Part 1 (Essay — compulsory) + Part 2 (choice of task)

TASK	REGISTER & TONE	TARGET AUDIENCE	STRUCTURE	SITUATION & LENGTH	PURPOSE / CONTENT
Essay Part 1 · compulsory	Formal	Educated reader	Introduction — raise interest Body Conclusion Paragraphs for each idea/argument	Usually for the teacher 140–190 words	**To persuade** — express opinion, give arguments **Connectors** are important to link ideas Diversity of language
Letter / Email Part 2	Informal	Friend, colleague, etc.	Opening Introduction Body Closing	In response to a given situation 140–190 words	Thank, ask for information, provide information, invite Reason for writing + details **Formulaic** expressions
Review Part 2	Informal Semi-formal	Readers assumed to share the writer's interests	Introduction Body Closing — general opinion + recommendation	Usually for an English-language magazine, newspaper or website 140–190 words	**Describe** and give a **personal opinion** (film, holiday, product, website...) with a clear impression of it Description, explanation, opinion, feelings
Article Part 2	Semi-formal Formal	Readers assumed to share the writer's interests	Introduction Body Closing	For an English-language magazine or newsletter 140–190 words	**Interest** and **engage** the reader **Personal** opinion and comment
Report Part 2	Semi-formal Formal	A superior or a peer group	Clear structure May include headings Closing — recommendations	For a school, club, committee, etc. 140–190 words	**To inform** **Factual** information, facts, data — not emotion
Story Part 2 · Schools only	Semi-formal	Magazine readers, competition judges	Opening: when, where, who, how Plot Climax Ending	For a magazine or a contest 140–190 words	**To entertain,** surprise, delight The most creative type of task **Dialogue / tenses** very important Use: humour, surprise, conflict; adjectives, adverbs, verbs

C1 Advanced (CAE) Two writing tasks: Part 1 (Essay — compulsory) + Part 2 (choice)

TASK	REGISTER & TONE	TARGET AUDIENCE	STRUCTURE	SITUATION & LENGTH	PURPOSE / CONTENT
Essay Part 1 · compulsory	Formal	Academic reader, tutor, educated general reader	Introduction — raise the issue Body — 2 discussion points Conclusion — overall opinion	Based on 3 given bullet points; discuss 2 of them 220–260 words	**Discursive / argumentative** Summarise key points, give opinion, evaluate arguments **Sophisticated connectors** and range of structures Decide which two points are most relevant
Review Part 2	Semi-formal Informal	Magazine or website readers with similar interests	Title Introduction Body paragraphs Overall recommendation	English-language magazine or website 220–260 words	**Describe and evaluate** (film, book, restaurant, website…) Detailed personal opinion and recommendation **Wide vocabulary** specific to the topic
Report Part 2	Formal Semi-formal	A superior, committee or organisation	Title Headed sections Findings Recommendations	For a school, company or community group 220–260 words	**To inform and recommend** Objective, factual, impersonal tone **Subheadings** required; avoid personal opinion unless asked
Proposal Part 2	Formal Semi-formal	Decision-maker: manager, committee, organisation	Title Headed sections Recommendations Conclusion / call to action	Proposing a plan, project or course of action 220–260 words	**To persuade** a reader to adopt a plan or idea Future-focused (a report looks at past/present) **Persuasive** and **polite** language; justified recommendations New at C1 — not in B2 First
Letter / Email Part 2	Formal or informal (depends on task)	Specified in the task: friend, official, editor, etc.	Greeting Opening paragraph Body Closing paragraph Sign-off	Responding to a given situation or input text 220–260 words	Formal: complain, request, apply, respond to an article Informal: share news, describe, advise, invite **Register consistency** essential throughout

C2 Proficiency (CPE) Two writing tasks: Part 1 (Essay — compulsory) + Part 2 (choice)

TASK	REGISTER & TONE	TARGET AUDIENCE	STRUCTURE	SITUATION & LENGTH	PURPOSE / CONTENT
Essay Part 1 · compulsory	Formal	Academic reader; near-native level expected	Introduction — synthesise both texts Body — evaluate key contrasting arguments Conclusion — own stance	Based on 2 input texts of ~100 words each; summarise, evaluate and integrate 240–280 words	**Discursive / analytical** Summarise key points from both texts + own ideas **Critical evaluation;** sophisticated vocabulary and structures Do NOT copy from the texts — own words required
Article Part 2	Semi-formal Formal	General public, magazine/journal readers	Title Introduction Body paragraphs Conclusion	English-language magazine, journal or website 280–320 words	**Engage and inform** Sophisticated arguments; critical appreciation **Near-native** vocabulary and grammar **Rhetorical devices:** questions, irony, parallelism
Review Part 2	Semi-formal	Magazine, website or cultural journal readers	Catchy title Introduction Evaluation paragraphs Overall recommendation	Book, film, concert, restaurant, exhibition, etc. 280–320 words	**Critically evaluate** with sophisticated language Balance praise and criticism; personal perspective **Specific, nuanced vocabulary** for the topic May address the reader directly (rhetorical questions)
Report Part 2	Formal	Organisation, committee, senior official	Title Headed sections Findings Conclusions / Recommendations	For a company, institution or public body 280–320 words	**Inform and recommend** at a sophisticated level Objective; impersonal; evidence-based **Formal register** throughout; no contractions Complex data synthesis, professional recommendations
Letter / Email Part 2	Formal or informal (specified in task)	Official body, editor, friend, professor — specified in task	Greeting Opening paragraph Body (multiple paragraphs) Closing Sign-off	Responding to a text, article, situation or request 280–320 words	Formal: argue a position, respond to criticism, apply, complain Informal: describe, advise, recount, persuade **Near-native fluency** and precise register **Wide range** of grammar and lexis