

A2 Key · Writing Part 6: the 25-word message

A2 Key strategy notes; invented examples, not official Cambridge items.

A menu with three dishes

The task is a menu with three dishes: serve all three, in order, and the marks follow.

The menu method

Circle the three jobs in the task before writing a word.



One or two sentences per job, in order.



Open with Hi or Dear plus the name.



Close with See you or Write soon, plus your name.

The model answer

The picnic reply

Hi Sam,

I'd love to come to the picnic! I can bring some fruit and drinks. What time does it start?

See you, Lin

Your turn: the flip

Your turn

Which question earns the mark?

- A. What time it starts?
- B. What time does it start?
- C. What time is it starting it?
- D. What time? start?

The bank of useful sentences

Job	The sentence
accept	I'd love to come. / That sounds great!
refuse politely	I'm sorry, but I can't come.
offer	I can bring some drinks. / Shall I bring anything?
ask	What time does it start? / Where shall we meet?
suggest	Let's meet at the gate. / How about the park?

Your turn: the register

Your turn

Which opening fits Part 6?

- A. Dear Sir or Madam,
- B. Hi Sam,
- C. To whom it may concern,
- D. Respected teacher,

The sixty-second check

The three classics

Third-person -s: it starts.

Articles: a picnic, the park.

After can/can't, the base form: I can bring.

Try it

- 1 The task** Mia: I'm having a birthday dinner on Friday. Can you come? Tell me what food you like. Could you bring your guitar?
- 2 The three jobs** yes/no · the food · the guitar.
- 3 The model** Hi Mia, I'd love to come! I like fish and rice, please. I'll bring my guitar, no problem. See you on Friday! — Alex

Decision

29 words; all three dishes served.

Check yourself

- Three jobs per task — serve all three.
- What time does it start? — the flip collects marks.
- 25 words minimum; 30–40 is the sweet spot.
- Hi Sam, not Dear Sir — a friend, not a bank.