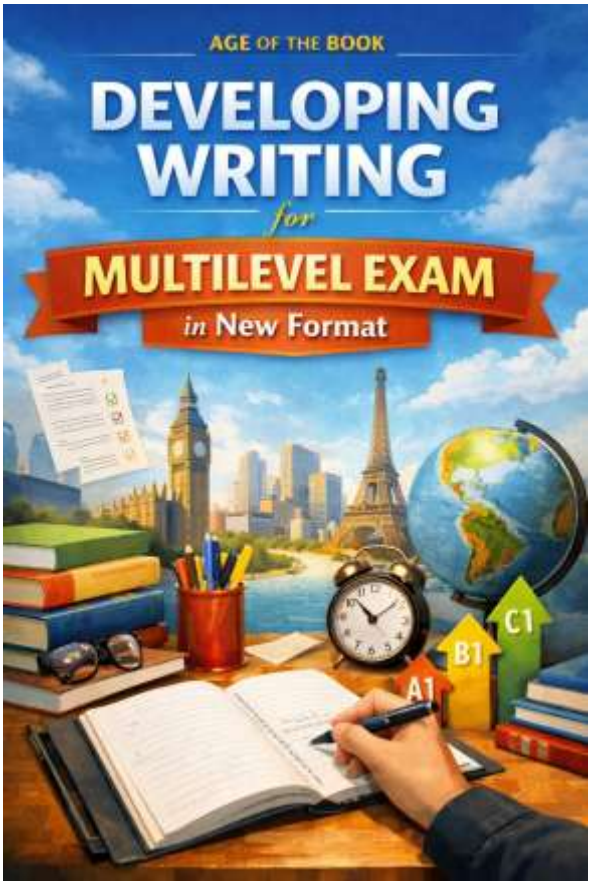
O’ZBEKISTON RESPEBLIKASI OLIY TA’LIM,

FAN VA INNOVATSIYALAR VAZIRLIGI

Farg’ona davlat universiteti akademim litseyi

Ingliz Tili Fanidan
MULTILEVEL yozma ish ko’nikmalarini yangi dastur talablari muvofiq oshirish bo’yicha

Uslubiy Ko’rsatmasi



Saydumarova Dilobar

Farg’ona 2025

Mazkur uslubiy ko'rsatma CEFR (MULTILEVEL milliy sertifikat) va ingliz tilida yangi formatdainsho yozish ko'nikmasini shakllantirmoqchi bo'lgan har qanday soha mutaxassislari, akademik litsey hamda o'rta maxsus maktablarining ingliz tili fani o'qituvchilari va o'quvchilari uchun mo'ljallangan. Har bir dars xat yozishning barcha turlarini tez va samarali tarzda tuzish va ishlab chiqishni o'rgatadi. Shu bilan birga ushbu uslubiy ko'rsatma xat yozma ishini leksik va grammatik jihatdan boyitishda zarur bo'ladidan foydali so'z birikmalari va idiomalar hamda strukturalarni o'z ichiga oladi.

Ushbu uslubiy ko'rsatma Farg'ona davlat universiteti akademik litseyining 2025-yil 15 sonli pedagogik kengashida tasdiqlangan.

Retsedentlar:

Nasriddinova - Farg'ona Davlat Universiteti ingliz tili o'qituvchisi, PhD

-Farg'ona Davlat Universiteti akademik litseyi uslubiyot bo'limi boshlig'i

Tuzuvchi:

D.Saydumarova – Farg'ona Davlat Universiteti academic litseyi xorijiy til fani yetakchi o'qituvchisi

Part 1.1 – Short Controlled Writing

Part 1.1 is designed to assess learners' ability to produce a short, clear, and accurate written informal message in response to a highly guided task. In this part, students are given a brief situation (such as a message, note, or informal email) along with specific guiding questions. Learners are required to answer all questions using simple and appropriate language. The focus of this task is on basic communication, grammatical accuracy, and clarity of meaning, rather than on length or complexity. Students should write 50–60 words. At lower levels, responses may consist of simple sentences, while higher-level students are expected to show better control of grammar and basic linking, although advanced structures are not required at this stage.

Part 1.2 – Semi-Controlled Writing

Part 1.2 aims to evaluate students' ability to develop ideas in a short paragraph with a limited level of support. Learners are provided with a clear topic and a short task description but fewer guiding questions than in Part 1.1. Students must organize their ideas logically and include personal details, reasons, or explanations related to the topic. This part focuses on coherence, paragraph structure, and the use of linking words. The expected length is 120–150 words. B1-level learners should be able to connect ideas in a simple but clear way, while B1+ and B2 learners are expected to

produce more fluent, cohesive, and well-organized responses with a wider range of vocabulary and sentence structures.

Part 2 – Extended Writing Task

Part 2 is the main writing task and is used to assess learners' ability to produce a longer, independent, and well-structured text. Students are given a general topic or question and must organize their writing without guiding questions. Typical tasks include an **opinion essay, discussion text, article, or formal email**. Learners are expected to clearly express their opinion, support their ideas with reasons and examples, and organize their writing into a logical structure (introduction, body, and conclusion). The recommended length is 180–200 words. This part is particularly important for distinguishing between B1+, B2, and higher levels, as it assesses idea development, cohesion, lexical range, grammatical control, and overall communicative effectiveness.

Yozish koʻnikmasi boʻlimi yangi formati

Qism	Topshiriq mazmuni	Daraja	Topshiriq tafsilotlari	Topshiriq sharti	Javob matni	Baholash mezonlari
1.1	Elektron xat va taqdim etilgan topshiriqqa javoban paragraf darajasidan uzunroq matn yozish, vaziyatga mos (rasmiy yoki norasmiy) uslub tanlash talab qilinadi. Nomzod 2 ta elektron xat yozadi.	B1	Nomzod topshiriq matnidagi maʼlumotlar asosida doʻstiga norasmiy elektron xat yozadi.	Yozma. Har bir elektron xatdan oldin qisqa yoʻriqnoma (rubrika) beriladi, unda xatning moʻljallangan oʻquvchisi va maqsadi tushuntiriladi.	50 ta soʻz	Har bir topshiriq uchun alohida, topshiriqqa asoslangan umumiy (holistik) baholash shkalalari qoʻllaniladi. Unda har bir ball darajasida kutilgan natija tasvirlanadi. Quyidagi mezonlar baholanadi: *1) topshiriqning bajarilishi;* *2) grammatik strukturalar;* *3) soʻz boyligi;* *4) matn yaxlitligi va bogʻlanish;* *5) punktuatsiya va imlo*
1.2		B2	Nomzod topshiriq shartida keltirilgan elektron xat muallifiga rasmiy uslubda elektron javob xati yozadi.		120-150 ta soʻz	
2	Berilgan topshiriq asosida paragraf darajasidan uzunroq matn yozish talab qilinadi.	C1	Nomzod umumiy qiziqish uygʻotuvchi mavzu boʻyicha onlayn nashr uchun informatsion matn (blogpost, forumdagi muhokama posti yoki jurnal maqolasi) yozadi.	Yozma. Topshiriq matni kontekst va topshiriqning janrini aniqlab beradi. Unda muhokama qilinishi kerak boʻlgan bayonot yoki savol boʻlishi mumkin.	180-200 ta soʻz	

SUB-TEST:

WRITING: The Writing Paper consists of TWO parts

PART 1

You are a member of a fitness club. You received an email from the manager of the club.

Dear Member,

I am sorry to inform you that the fitness center will be closed for a month from next Monday. The building needs some repairs, and we also plan to install some new equipment. What else do you think should be changed? As the center will not be operating for a month, what kind of alternative activities should we organize in the meantime? We appreciate your opinion very much.

The Manager.

Task 1.1

Write a letter to your friend, who is also a member of the club. Write about your feelings and what you think the club management should do about the situation.

Write about 50 words.

Task 1.2

Write a letter to the manager. Write about your feelings and what you think the club management should do about the situation.

Write about 120-150 words.

PART 2

You are participating in an online discussion for language learners. The question is: “Is it better to live in a big city or a small town?” Post your response, giving reasons and examples.

Write 180-200 words.

Sample responses with examiner comments

Sample 1

Task 1.1

Response	Mark	Examiner's comment
Hi Alex, Did you see the message from the fitness club? They close for one month. I'm not so happy because I like to go there every week. Maybe they can do some sports outside for us. What do you think? See you soon, Luca		The response is on topic, and the register is appropriate. Grammar errors and word choice occur. Uses simple cohesive devices.

Response	Mark	Examiner's comment
Dear Manager, Thank you for your email. I understand that the fitness club must close for one month. It is good that you will repair the building and put new equipment, but I feel myself little bit sad because I like to go there every week. I think maybe you can make some outdoor training or online lessons when the club is closed. This can help members continue sports and not stop. And, I hope you can change some things in the club. The shower sometimes does not work well. Maybe also put more glasses and lights in the training area. Thank you for listening to our opinion. I hope everything goes well and we can come back soon. Best wishes, Luca.	2	The response is on topic, but the register is not consistently appropriate. Grammar errors and word choice sometimes cause misunderstanding. Uses simple cohesive devices.

Task 2

Response	Mark	Examiner's comment
I think it is better to live in a small town than a big city, but both have good and bad sides. There are many reasons. First, small towns are quieter and peaceful. There aren't many cars, so the air is cleaner and life is more relaxed. People are more friendly, and they know each other. In big cities, there are more things to do. You can go to cinemas, restaurants, and many shops. There are also more works and schools. But air isn't clean. We must build more green places and plant a lot of trees in the streets. Also, in small towns are more safer. For example, in my hometown, people don't lock their doors sometimes, and nothing happens. In conclusion, I prefer small towns, but some people like cities more because of better work or schools.	2	The response is mostly relevant, but the stance is not clear, and there are some minor off-topic parts. Errors in grammar and word choice sometimes cause misunderstanding. Uses simple cohesive devices.

Overall score: 8

Standard score: 45

Level: B1

Sample 2

Task 1.1

Response	Mark	Examiner's comment
Hi Ben, Did you hear the club is closing for a month? I'm really disappointed—we'll miss our workouts! I think they should offer online classes or outdoor group sessions during the break. Also, it'd be great if they improved the showers and maybe added more space in the stretching area. Take care, Nico	5	The response is beyond level B1.

Task 1.2

Response	Mark	Examiner's comment
Dear Manager, Thank you for your email. Even I understand that the building needs some repairs and new equipment, I was a bit disappointed to hear that the fitness club will be closed for one month. I usually come a few times a week, so it's an important part of my lifestyle. I would like to suggest some improvements. The changing rooms are sometimes too small and not very clean, so maybe they can be repaired. It would also be nice to have more fitness classes in the evenings when most people can come. Thank you for listening to our opinions. I hope to return to the club soon. Best regards, Nicolas Tedros.	3	The response is on topic, but the questions are not fully addressed. The register is appropriate. A range of complex structures is used. Vocabulary is sufficient to discuss the topics. Grammar errors and word choice do not cause misunderstanding. Some cohesive devices and referencing are used to connect sentences.

Task 2

Response	Mark	Examiner's comment
I think living in a small town is better than living in a big city, even if both have some advantages. In my opinion, small towns are calmer and people can live there with less stress. There is not so much noise and traffic like in big cities, so it's easier to relax and enjoy free time. Also, the air is cleaner and the nature is closer, which is good for health. Another reason is that people in small towns usually know each other and are more friendly. There is a stronger feeling of community, and it's easier to make friends. For example, in my town I often meet people I know when I go outside. Of course, big cities offer more job opportunities and better education. You can find more shops, cinemas, and restaurants there. But I think life in a city can be very fast and tired. It's not easy to find a silent place or to have time for yourself. In conclusion, I prefer to living in a small town because the life is easier and more peaceful. I know that some people choose big cities, but for me, small town gives better quality of life.	4	The response is relevant, but the stance is clear. A range of complex structures are used. Vocabulary is sufficient to discuss the topics. Errors in grammar and some awkward usage of vocabulary do not cause misunderstanding. Clear structure with some use of connectors and logical flow.

MULTILEVEL WRITING TEST 1

QUESTION TASK 1

You are a member of a fitness club. You received an email from the manager of the club.

Dear member,

I am sorry to inform you that the fitness center will be closed for a month from next Monday. The building needs some repairs, and we also plan to install some new equipment. What else do you think should be changed? As the center will not be operating for a month, what kind of alternative activities should we organize in the meantime? We appreciate your opinion very much.

The Manager

Task 1.1 - Informal Letter

Write a letter to your friend, who is also a member of the club. Write about your feelings and what you think the club management should do about the situation.

Write about 50 words.

Task 1.2 - Formal Letter

Write a letter to the manager. Write about your feelings and what you think the club management should do about the situation.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Is it better to learn alone or with a group?" Give your opinion and explain with examples.

Write 180-200 words.

Task 1.1 – Informal Letter

Hey Mia,
I just saw the email from the fitness club—it's closing for a whole month! Honestly, I'm pretty disappointed. I was just getting into a routine. I hope they add more equipment and improve the showers. Maybe they can offer online workout sessions while it's closed? Let's suggest something!
Talk soon,
Sara

Task 1.2 – Formal Letter

Dear Manager,

Thank you for informing us about the temporary closure of the fitness center. While I understand that building repairs and equipment upgrades are necessary, I must admit I'm quite disappointed to lose access to the club for an entire month. Regular exercise is an important part of my routine, and I'm sure many other members feel the same.

I hope that during the closure, the management considers offering some alternative options, such as virtual workout classes via Zoom or YouTube. This would help members stay active and feel connected. Another option could be partnering with a nearby gym to allow temporary access at a discounted rate.

As for improvements, I suggest better ventilation in the weight room and more yoga mats in the group exercise area. Updating the locker rooms and improving the water dispensers would also be appreciated.

Thank you for considering member feedback. I look forward to returning to an even better facility.

Sincerely,

Sara Jenkins

Task 2 – Forum Post

In my opinion, learning in a group is generally more effective than learning alone. While individual study has its benefits, group learning offers more opportunities for engagement, idea-sharing, and support.

When you study with others, you are exposed to different perspectives and ways of thinking. For example, in a study group I joined for a history class, one student explained a topic using a timeline, which made it much clearer than how I had understood it before. Group discussions can help clarify doubts quickly, and teaching others also reinforces your own understanding.

Additionally, learning with a group helps keep you motivated. When studying alone, it's easy to lose focus or procrastinate. However, in a group, there is a shared sense of responsibility, which can encourage everyone to stay on track.

That said, studying alone can be useful for tasks that require deep concentration or when preparing for exams. It allows for flexibility and a personal pace.

In conclusion, while both methods have their advantages, I believe that group learning is generally more beneficial because of the collaboration, support, and motivation it provides. Combining both approaches might be the most effective strategy overall.

MULTILEVEL WRITING TEST 2

QUESTION TASK 1

You have recently attended a cooking course at a local community center. A few days later, you received an email from the course organizer.

Dear Participant,

Thank you for attending the cooking course last week. We would love to hear your feedback. What did you enjoy the most? What improvements can we make to future courses?

Best regards,

The Organizer

Task 1.1 - Informal Letter

Write a letter to your friend, who also likes cooking. Share your experience and thoughts about the course.

Write about 50 words.

Task 1.2 - Formal Letter

Write a letter to the course organizer. Express your opinions, say what you liked, and suggest improvements.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Should people work from home or in the office?"

Give your opinion and support it with examples.

Write 180–200 words

MULTILEVEL WRITING TEST 2 – SAMPLES

Task 1.1 – Informal Letter

Hey Lisa,

I just finished a cooking course at the local community center last week—it was so much fun! We learned how to make Italian and Thai dishes, and the instructor was super helpful. I only wish the class sizes were smaller. You'd have loved it! Let's join the next one together.

Talk soon,

Emma

Task 1.2 – Formal Letter

Dear Organizer,

Thank you for organizing the recent cooking course. I thoroughly enjoyed the experience and would like to share my feedback. The most valuable aspect of the course was the hands-on practice. Learning to prepare Italian pasta and Thai curry from scratch was both fun and educational. The instructor was knowledgeable and approachable, and I appreciated how clearly the steps were explained. However, I think a few improvements could make future courses even better. Firstly, the class size was a bit too large, which made it difficult at times to get individual attention. Reducing the number of participants or increasing the number of instructors would help. Secondly, printed or digital recipe handouts would be useful so we can try the dishes at home. Overall, it was a well-run and enjoyable course, and I look forward to attending more in the future.

Best regards,

Emma Thompson

Task 2 – Forum Post

In my opinion, working from home is a better option for most people, especially in today's digital world. It offers more flexibility, improves work-life balance, and can even increase productivity. Firstly, working from home allows people to manage their time more effectively. For example, without the need to commute, employees can use that extra time to rest or complete tasks, leading to better focus and energy during working hours. A friend of mine who works in IT said he gets more done at home because there are fewer distractions compared to the office.

Secondly, remote work improves work-life balance. People can spend more time with their families or take care of personal matters more easily. This leads to greater job satisfaction and mental well-being.

However, working in an office has its advantages too, such as easier communication and stronger team bonding. In-person meetings can help solve problems faster and improve collaboration.

Still, with today's technology, virtual meetings and team chats make remote communication effective.

In conclusion, while both options have benefits, I believe working from home is more suitable for the modern workplace, especially when combined with occasional office visits. It provides freedom, comfort, and higher productivity.

MULTILEVEL WRITING TEST 3

QUESTION TASK 1

You are a university student living in a shared dormitory. Recently, your dormitory manager sent this message:

Dear Resident, We are planning to make some changes in the dormitory to improve students' comfort. What changes would you like to see? Also, we are considering organizing weekend activities. What kinds of activities do you suggest? Regards, Dormitory Manager

Task 1.1 - Informal Letter

Write a letter to your roommate, sharing your thoughts on possible changes and weekend events.

Write about 50 words.

Task 1.2 – Formal Letter

Write a letter to the dormitory manager. Give your ideas and express your thoughts politely. Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Do social media platforms bring people closer together or push them apart?"

Give your opinion and support it with examples. Write 180–200 words

MULTILEVEL WRITING TEST 3 – SAMPLES

Task 1.1 – Informal Letter

Hey Alex,

Did you see the manager's message? They're planning some changes in the dorm. I think better Wi-Fi and soundproof study rooms would be great! Also, they want to organize weekend events—maybe movie nights or cooking competitions? What do you think? Let's suggest some ideas together.

Talk soon,

Mira

Task 1.2 – Formal Letter

Dear Dormitory Manager,

Thank you for reaching out and asking for our input. I appreciate your efforts to improve our living conditions. One change I would suggest is upgrading the internet connection, as many students rely on it for online classes and research. Also, it would be helpful to install better lighting in the study rooms and provide more comfortable chairs in the common areas.

Regarding weekend activities, organizing movie nights, game tournaments, or cultural food events would be exciting. These types of activities can help students relax and build friendships. Workshops on stress management or job interview skills might also be useful.

Overall, I believe these improvements and events will greatly enhance the student experience in the dormitory. Thank you again for considering our opinions.

Kind regards,

Mira Patel

Task 2 – Forum Post

In my opinion, social media platforms bring people closer together by making communication easier and helping maintain relationships over long distances.

Firstly, social media allows people to stay connected no matter where they are. For example, I have a cousin who lives abroad, and we keep in touch regularly through Instagram and video calls on WhatsApp. Without social media, we would probably lose contact. It also helps people reconnect with old friends and classmates, which wouldn’t be possible otherwise.

Secondly, social media provides a platform for people to share their lives, opinions, and experiences. This can create a sense of community and support, especially for those who may feel isolated. During the COVID-19 pandemic, for instance, many people turned to social media to stay in touch, join online events, and share important information.

However, it's true that social media can sometimes lead to misunderstandings or feelings of jealousy. People may compare themselves to others or argue online. Still, I believe these issues depend more on how individuals use the platforms.

In conclusion, while social media has some downsides, it mainly brings people closer by helping them connect, communicate, and share their lives more easily.

MULTILEVEL WRITING TEST 4

QUESTION TASK 1

You are a member of your town's public library. You received the following message:

Dear Library Member, We are updating our services and would like your input. What kind of books or materials should we add? Do you think we should also organize workshops or reading clubs? Please share your thoughts. Sincerely, Library Coordinator

Task 1.1 - Informal Letter

Write to a friend who also uses the library. Share your opinion and ideas about the changes.

Write about 50 words.

Task 1.2 - Formal Letter

Write to the library coordinator. Suggest improvements and give reasons for your suggestions.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Should schools focus more on practical skills (cooking, finance, first aid) than academic subjects?"

Give your opinion and explain with examples.

Write 180–200 words

MULTILEVEL WRITING TEST 4 – SAMPLES

Task 1.1 – Informal Letter

Hey Sam, I got a message from the library—they're planning to update their services! I think they should add more audiobooks and novels by modern authors. Also, how cool would a weekend book club be? We could join it together. Let's share our suggestions with them soon!

Talk later,

Lena

Task 1.2 – Formal Letter

Dear Library Coordinator,

Thank you for reaching out to library members for suggestions. I truly appreciate the opportunity to share my thoughts.

Firstly, I believe the library should expand its collection of audiobooks and e-books, as many users now prefer digital formats for convenience. Adding more contemporary fiction, especially by diverse authors, would also attract younger readers. Including more academic materials, such as test preparation books and subject-specific references, would be helpful for students.

As for new services, organizing weekend reading clubs or monthly workshops on writing, public speaking, or digital literacy could greatly benefit the community. These events would not only promote a love of reading but also help people connect and learn new skills.

Thank you again for considering members' opinions. I hope my suggestions are useful and help improve our already wonderful library.

Sincerely,

Lena Roberts

Task 2 – Forum Post

In my opinion, schools should strike a balance between academic subjects and practical skills, but there's a strong case for giving more emphasis to practical skills like cooking, finance, and first aid. These are essential for everyday life and personal development.

For example, learning basic financial literacy—like budgeting, saving, and understanding credit—could prevent young adults from making costly mistakes later on. I know someone who struggled with debt after college because they never learned how to manage money effectively. If schools taught these skills, it would set students up for a more stable future.

Cooking is another vital skill that promotes independence and healthy living. Knowing how to prepare nutritious meals instead of relying on fast food can have long-term health benefits, as I've seen with friends who've adopted healthier habits after learning to cook in a home economics class.

First aid is also crucial. In emergencies, knowing how to respond can save lives. Schools already teach subjects like math and science, but practical skills like these would equip students with tools they'll use every day.

In conclusion, while academic knowledge is important, integrating more practical skills into the curriculum would better prepare students for real-world challenges and contribute to their well-being.

MULTILEVEL WRITING TEST 5

QUESTION TASK 1

You work at a company that is moving to a new office building. You receive this message from the HR department:

> Dear Employee,
> As you know, our company will move to a new office next month. We are gathering suggestions for the new space. What kind of features or facilities would help you work better? Your ideas are welcome.
> Best,
> HR Team

Task 1.1 - Informal Letter

Write a message to your coworker. Share your feelings and ideas about the new office.

Write about 50 words.

Task 1.2 - Formal Letter

Write to the HR department. Express your opinions and make useful suggestions for the new workplace.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Is online learning as effective as traditional classroom learning?" Give your opinion and support it with examples.

Write 180–200 words.

MULTILEVEL WRITING TEST 5 – SAMPLES

Task 1.1 – Informal Letter

Hey Jenna,

Did you see the HR message about the new office? I'm excited about the move! I really hope the new place has more natural light and a quiet area for focused work. A small lounge or coffee corner would be great too. What would you suggest? Let's send in our ideas!

Cheers,

Mark

Task 1.2 – Formal Letter

Dear HR Team,

Thank you for giving employees the opportunity to share suggestions regarding the new office space. I'm excited about the move and appreciate your efforts to create a better work environment.

One important feature I would recommend is improved natural lighting. It helps boost focus and creates a more positive atmosphere. A quiet zone or designated focus area would also benefit employees who need to concentrate without distractions.

Additionally, having small breakout areas or informal meeting spots could encourage better collaboration among teams. A comfortable lounge with a coffee machine or snack station would also support short breaks and help recharge energy during busy days.

Lastly, it would be useful to have sufficient storage space and ergonomic furniture to ensure comfort and organization.

I hope these ideas help as you design the new space. Thank you again for including us in this important transition.

Best regards,

Mark Thompson

Task 2 – Forum Post

In my opinion, online learning can be as effective as traditional classroom learning, but it depends on several factors like the learning environment, the subject matter, and the learner's self-discipline.

Online learning offers flexibility, allowing students to access materials at their own pace and from anywhere in the world. For instance, platforms like Coursera or Khan Academy provide courses from top universities, making education more accessible and personalized to each learner's needs.

However, traditional classroom learning offers direct interaction with instructors and peers, fostering social learning and providing immediate feedback. For example, in subjects like mathematics or science, the ability to ask questions in real-time and collaborate with classmates can significantly enhance understanding.

The key difference is that online learning requires greater self-motivation and time management skills, which may be challenging for some students. Traditional learning environments, on the other hand, provide a structured setting that can keep students engaged and focused.

In conclusion, both forms of learning have their strengths, and when combined, they can offer a well-rounded and effective educational experience.

MULTILEVEL WRITING TEST 6

QUESTION TASK 1

You stayed at a hotel during your holiday. After your stay, you received a message from the hotel management:

Dear Guest, We hope you enjoyed your recent stay with us. We strive to offer the best service. Could you please share your thoughts about your experience? What did you like most? How can we improve? Sincerely, Hotel Management

Task 1.1 - Informal Letter

Write a letter to your friend about your stay at the hotel. Share what you liked and disliked. Write about 50 words.

Task 1.2 - Formal Letter

Write a letter to the hotel management. Provide your feedback and suggest ways to improve their service.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Do advertisements influence people too much?" Give your opinion and explain with examples.

Write 180–200 words

MULTILEVEL WRITING TEST 6 – SAMPLES

Task 1.1 – Informal Letter

Hey Lily,
I just got back from my trip and stayed at a really nice hotel! The room was clean and the staff were super friendly. I especially loved the rooftop pool. But the breakfast could've been better—it lacked variety. Still, I'd stay there again. Let's plan a trip together soon!
Cheers,
Nina

Task 1.2 – Formal Letter

Dear Hotel Management,
Thank you for your message. I recently stayed at your hotel during my holiday and would like to share my feedback.

Overall, I had a pleasant experience. The room was clean, well maintained, and very comfortable. I especially appreciated the friendly and helpful staff, who made me feel welcome throughout my stay. The rooftop pool was a highlight—it offered great views and a relaxing atmosphere.

However, I believe there is room for improvement in the breakfast service. While the quality of food was decent, the options were limited, especially for vegetarian guests. Including more fresh fruits, healthier choices, and some international dishes would greatly enhance the experience.

I would also recommend adding more signage around the hotel to help guests find amenities more easily. Thank you once again for your hospitality. I look forward to staying with you again in the future.
Sincerely,
Nina Carter

Task 2 – Forum Post

I believe advertisements do influence people significantly, often more than they realize. In today's world, ads are everywhere—on TV, social media, billboards, and even in our apps. They're designed not just to inform but to persuade, often shaping consumer behavior and preferences. For example, targeted ads on platforms like Instagram or YouTube use data to tailor content to individual tastes, making products seem more desirable by showcasing them at the right moment.

One notable example is the success of fast food chains using advertisements that appeal to emotional triggers, like comfort or convenience. Studies have shown that children, in particular, are highly susceptible to these messages, often making food choices based on ads they've seen rather than nutritional value.

While ads can be informative, they also create unrealistic expectations. Beauty product ads, for instance, often promote an idealized version of beauty that many people feel pressured to achieve, contributing to low self-esteem and body image issues.

Overall, while advertisements can inform and offer convenience, they undeniably influence decisions in subtle ways that sometimes have negative consequences. It's important for consumers to be more aware of these influences and make more conscious choices.

MULTILEVEL WRITING TEST 7

QUESTION TASK 1

You are a regular visitor to a local park. The city council sent a message asking for feedback.

Dear Resident, We are planning to renovate the local park. We would appreciate your suggestions. What features do you think we should add or improve? Your ideas will help us create a better public space for everyone. City Council

Task 1.1 - Informal Letter

Write to your friend who often visits the park with you. Share your ideas about what should be changed or added.

Write about 50 words.

Task 1.2 - Formal Letter

Write to the city council, giving your opinions and specific suggestions for the park renovation.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Should governments invest more money in space exploration or solving problems on Earth?" Give your opinion and support it with examples.

Write 180–200 words.

MULTILEVEL WRITING TEST 7 – SAMPLES

Task 1.1 – Informal Letter

Hey Tom,

Did you hear the city council wants to renovate our local park? I think they should add more benches and shaded areas, especially near the playground. It'd also be great to have a small outdoor café or a fitness zone. Let's send in some suggestions together—maybe they'll listen!

See you soon,

Jake

Task 1.2 – Formal Letter

Dear City Council,

Thank you for seeking community input on the upcoming park renovation. As a regular visitor to the park, I'm pleased to offer some suggestions.

Firstly, I believe adding more shaded seating areas would greatly benefit all visitors, especially the elderly and parents watching their children at the playground. The current seating is limited and often exposed to direct sunlight.

Secondly, installing a small outdoor fitness area with basic exercise equipment would encourage a healthier lifestyle and make the park more appealing to all age groups. A dedicated walking or jogging path would also be appreciated.

Additionally, improving lighting in the evening and adding more waste bins could enhance safety and cleanliness. A small café or refreshment kiosk could also provide a social hub for park users.

Thank you again for involving the public in this process. I look forward to seeing the improvements.

Sincerely,

Jake Williams

Task 2 – Forum Post

I believe that while space exploration is important, governments should prioritize solving pressing problems on Earth first. The challenges we face—like poverty, climate change, healthcare, and education—require immediate attention and resources. For example, millions of people worldwide still lack access to clean water and basic healthcare, and addressing these issues can have an immediate, tangible impact on improving lives.

That being said, space exploration does bring long-term benefits, such as technological advancements and new scientific knowledge. The development of satellite technology has led to better weather forecasting and communication systems, while space research has contributed to innovations like GPS and medical imaging. However, these benefits should not come at the expense of addressing Earth's urgent issues.

In the end, governments can strike a balance by allocating funds for both—investing in space while also focusing on solving critical issues here at home. The key is to ensure that the allocation of resources is proportionate to the immediate needs of the population and the long term benefits that space exploration can provide. Prioritizing Earth first doesn’t mean abandoning space exploration, but rather finding a responsible way to do both.

MULTILEVEL WRITING TEST 8

QUESTION TASK 1

You are a university student. Your school canteen is planning a menu update. The manager sent this email:

Dear Student, We are currently reviewing our food options in the campus canteen. What meals or snacks would you like to see added or improved? We would love to hear your suggestions to make the canteen better for all students. Best regards, Canteen Manager

Task 1.1 - Informal Letter

Write to your classmate about the canteen changes and what you think should be added.

Write about 50 words.

Task 1.2 - Formal Letter

Write to the canteen manager suggesting improvements to the menu.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Should people focus more on their career or on work life balance?" Give your opinion and support it with examples.

Write 180–200 words.

MULTILEVEL WRITING TEST 8 – SAMPLES

Task 1.1 – Informal Letter

Hey Priya,
Did you see the email from the canteen manager? They're updating the menu! I think they should add more healthy options like fresh salads and fruit bowls. Also, it would be nice to have more vegetarian and halal meals. What do you think? Let's send our ideas together!
See you in class,
Ayan

Task 1.2 – Formal Letter

Dear Canteen Manager,
Thank you for asking for student feedback regarding the menu update. I appreciate your effort to improve the dining experience on campus.

As a regular customer, I would like to suggest a few additions. First, it would be great to have more healthy meal options, such as grilled chicken wraps, vegetable stir-fry, and fresh salads. Currently, most choices are quite heavy and fried, which doesn't suit everyone's diet.

In addition, including a wider variety of vegetarian, vegan, and halal dishes would make the canteen more inclusive for students with dietary restrictions. Offering affordable meal combos, including a drink and snack, could also be popular.
Finally, I recommend adding a feedback box or digital form so students can continue to share their ideas regularly. Thank you again for considering our input. I look forward to seeing the updated menu soon.
Best regards,
Ayan Malik

Task 2 – Forum Post

I believe people should prioritize work-life balance over focusing solely on their career. While professional success is important, overworking can lead to burnout, stress, and even a decline in overall well-being. For instance, research has shown that employees who maintain a healthy work-life balance are often more productive, creative, and engaged at work. Companies like Google and Microsoft have recognized this and implemented flexible work policies to support their employees' personal lives, ultimately benefiting both the workers and the organization.

Focusing too much on one's career at the expense of personal time can also strain relationships and diminish personal happiness. A workaholic mindset may result in missing out on important life moments, such as spending time with family or pursuing hobbies that bring joy. For example, a person who spends long hours at work might miss their child's school play or a friend's wedding, which can affect their emotional health and relationships.

In the long run, a balanced approach—where both career goals and personal time are valued—leads to a more fulfilling and sustainable life. It's not about choosing one over the other, but finding a harmony that supports both professional growth and personal happiness.

MULTILEVEL WRITING TEST 9

QUESTION TASK 1

You use a local bus service to commute daily. The transport authority is updating bus routes and asks for feedback:

Dear Passenger, We are reviewing our current bus routes to serve you better. If you have any suggestions or concerns about the timing, frequency, or coverage of our routes, please let us know. Thank you, Public Transport Department

Task 1.1 - Informal Letter

Write to your friend who also uses the bus about the upcoming changes.

Write about 50 words.

Task 1.2 - Formal Letter

Write to the Public Transport Department giving your thoughts and suggestions.

Write 120-150 words.

Task 2 – Forum Post

Online discussion: "Is it better to have many friends or a few close friends?" Give your opinion and explain with examples.

Write 180–200 words

MULTILEVEL WRITING TEST 9 – SAMPLES

Task 1.1 – Informal Letter

Hey Sam,

Did you see that the bus service is updating its routes? I think it's a great chance to ask for more buses during rush hour and maybe a new route that goes closer to our campus. The current timing is sometimes too tight for morning classes.

Let's send our ideas!

Cheers, Ali

Task 1.2 – Formal Letter

Dear Public Transport Department,

Thank you for inviting feedback on the current bus routes. I use your service daily and appreciate the efforts to improve public transport in our area.

One issue I've noticed is the overcrowding on buses during morning and evening rush hours. Increasing the frequency of buses, especially between 7:00–9:00 AM and 5:00–7:00 PM, would greatly improve the experience for daily commuters. Also, many students and office workers travel to the university area, but the nearest stop requires a long walk. A new route or an extension that goes closer to the campus would be helpful.

Lastly, I suggest better synchronization between different route timings to reduce waiting times during transfers. Displaying real-time bus tracking on a mobile app or digital screens at major stops could also enhance service reliability. Thank you again for considering public input. I look forward to seeing the improvements soon.

Sincerely,

Ali Raza

Task 2 – Forum Post

I believe it's better to have a few close friends rather than many acquaintances. While having a large circle of friends can be fun and offer variety, it's the deep, meaningful connections that truly enrich our lives. Close friends are the ones who truly understand you, support you during tough times, and share life's most significant moments with you. For example, when going through a personal challenge, it's often the close friends who are there to offer genuine support and advice, not just surface-level interaction.

Having a few close friends also allows for stronger, more authentic relationships. It's difficult to maintain deep connections with too many people, as true friendship requires time and emotional investment. Studies have shown that quality friendships are linked to better mental health and overall happiness. Someone with just a few trusted friends is more likely to feel supported, valued, and secure in their social circle.

While having many friends can provide a wide range of social experiences, the depth and trust in a few close friendships are far more rewarding in the long run. It's these relationships that provide stability and fulfillment, far beyond the fleeting nature of many casual friendships