**Sample test exercises: writing**

**Writing a letter**

**A: Vocabulary: How do you write the following parts of a formal letter?**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Expression in German** | **Expression in English** |
| **Date** | 21. Februar 2016 |  |
| 5. Mai 2011 |  |
| 2. Juni 2014 |  |
| **Form of address** | Sehr geehrte Damen und Herren |  |
| Sehr geehrter Herr Müller |  |
| Sehr geehrte Frau Meier |  |
| **Opening sentence** |  | I am writing concerning… |
| **Asking politely** | Könnten Sie mich bitte informieren, ob… |  |
| **Expecting an answer** | Ich freue mich auf Ihre Antwort |  |
| **Saying goodbye** | Mit freundlichen Grüssen(wenn der Adressat bekannt ist) |  |
| Mit freundlichen Grüssen(wenn der Adressat unbekannt ist) |  |

**B: Writing the letter**

**Task:**

In unit 3 you read an article about **underwater rugby** or **bossaball**. You are very enthusiastic about one of these sports and would like to have your trainings in your hometown.

* **Write a formal letter** to the mayor (Gemeindepräsident/in) of your town (Mr/ Mrs XXX)
* Say, who you are
* Explain your favourite sport and what you would need to have trainings in your town.
* Ask politely about possibilities to realise your dreams.
* Ask politely for a reply.
* Say goodbye in an appropriate (passend) way.

**Bewertungskriterien**

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| **Total** |  | **25** |  |