

## CAE Writing

### Writing a reference

In Part 2 of the Writing paper you are sometimes asked to write a reference for an acquaintance who has applied for a job.

Here is an example question.

A friend of your family is applying for a job with a travel company as a tourist guide for English-speaking tourists visiting your country. The company has asked you to provide a character reference for your friend. The reference should indicate how long you have known the person. It must include a detailed description of the person's character and the reason why he or she would be suitable for the job.

Write your **reference**. (220-260 words)

First you need to make a plan, in which you should make a note of the various aspects of your friend's character and how you are going to divide the letter into paragraphs. Remember, Cambridge love paragraphs so make sure these are clearly indicated.

First paragraph: Introduction – known him since he was a child, friend of the family, would make an excellent guide

Second paragraph: Detailed character reference. What qualities should a tourist guide have? (self-confident, no problems in speaking in public, organized, sociable, outgoing) Some evidence of these qualities (has worked as a youth club leader, organized trips, school drama group)

Third paragraph: Abilities which would make him suitable for the job (excellent English, has travelled widely, knowledge of history and culture)

Conclusion – repeat recommendation

You may find it helpful to note down useful expressions which you can include, eg

I have known him for ....

I am confident that ....

I have no hesitation in recommending him ....

get on with people, sociable, reliable, self-confident, outgoing

a thorough grounding in ...

stand him in good stead

as is shown by the fact that ...

Here is a model answer.

To Whom It may Concern

I have known Giorgio Cespuglio for over twenty years, since he was a small child, as our families are close friends and I am confident that he would make an excellent tour guide.

Giorgio is a self-confident and outgoing young man, who finds it easy to get on with people from all kinds of backgrounds. At school he was popular among his classmates and fully involved in many extra-curricular activities, including the school drama group, which certainly enabled him to improve his ability to speak in front of large groups of people. In addition, he is well-organised and reliable, as is shown by the fact that he worked as a youth club leader during his time at university. In this capacity he organized several trips in Italy and abroad.

Giorgio speaks excellent English and passed the CAE examination last year. He attended a classical grammar school and has thus acquired a thorough grounding in the history and culture of Italy. He has travelled widely in Italy and knows the country well as a result. As well as his formal school studies, Giorgio also has a keen interest in art history, which I am sure will stand him in good stead when he is showing groups of tourists round our historic cities.

In conclusion, I am sure that Giorgio possesses both the personal qualities and cultural background to be an outstanding tour guide, and I have no hesitation in recommending him for this position.

Yours sincerely

(Your name)