

**TOEFL Writing Task 1 Practice****Subject Lines & Email Openings****Practice Scenario 1: Student → Professor**

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**Situation**

You are a student in a biology course. Last week, you missed a required lab training session because your bus was delayed due to an accident on the freeway. You know the lab procedures are important for upcoming experiments, and you want to make sure you understand everything before the next class. You are writing to your professor to explain what happened and ask how to review the material you missed.

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**Your email must:**

- Apologize for missing the lab training
  - Ask how to review the material (slides, procedures, or videos)
  - Use a **formal, respectful tone**
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Apology for Missing Lab Training

**Greeting:**

Dear Professor Lee,

**First sentence:**

I am writing to sincerely apologize for missing today's required lab training session.

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### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the purpose of the email
  - Specific (lab training, not just “class”)
  - No unnecessary punctuation or vague wording
- **Greeting:**
  - Uses the correct academic title
  - Formal and appropriate for student → professor
  - Ends with a comma, which is standard in American academic emails
- **First sentence:**
  - Polite and direct
  - Immediately explains why the email is being written
  - Avoids casual language or emotional exaggeration

These choices show strong task understanding and professional tone, which are essential for a high TOEFL score.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Apology for Missing Lab Training

Dear Professor Lee,

I am writing to sincerely apologize for missing today's required lab training session. Unfortunately, I experienced an unexpected transportation delay due to an accident on the freeway, and despite leaving early, I was unable to arrive in time for the demonstration.

I understand that the procedures covered during the training are important for upcoming experiments, and I want to make sure I am fully prepared. Could you please let me know which slides, videos, or written procedures I should review to understand the material that was covered? If any practice tasks were assigned, I would appreciate the opportunity to complete them as well.

To stay caught up, I plan to review all posted materials this evening and check with classmates to confirm my understanding of the lab procedures. I will also make sure to arrive earlier for future sessions to prevent this issue from happening again.

Thank you for your understanding.

Best regards,  
Mina

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**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
All required points are addressed clearly: apology, explanation, request for materials, and a plan to avoid future issues.
- **Organization:**  
The email follows a logical structure: apology → request → plan → closing.
- **Tone & Register:**  
The language is polite, professional, and appropriate for a student writing to a professor.
- **Language Use:**  
Grammar and vocabulary are accurate, varied, and formal without sounding unnatural.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

- **Opening Effectiveness:**

The subject line, greeting, and first sentence clearly establish purpose and professionalism, setting the email up for a strong score.

bettertoeflscores.com

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**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

## TOEFL Writing Task 2 Practice

### Subject Lines & Email Openings

#### Practice Scenario 2: Student → Admissions Office

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#### Situation

You recently submitted an application to a university for the upcoming fall semester. You uploaded all required documents through the online application system, including your transcripts and personal statement. However, you are unsure whether your TOEFL scores were successfully received. The application deadline is approaching, and you want to confirm that your file is complete. You are writing to the admissions office to request confirmation.

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#### Your email must:

- State the reason for writing
  - Ask for confirmation that TOEFL scores were received
  - Use a **formal, professional tone** appropriate for administrative staff
- 

#### Write:

Subject line: \_\_\_\_\_

Greeting: \_\_\_\_\_

First sentence: \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Confirmation of TOEFL Score Receipt

**Greeting:**

Dear Admissions Office,

**First sentence:**

I am writing to inquire whether my TOEFL scores have been successfully received as part of my application.

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### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the purpose of the email
  - Specific and professional
  - No punctuation errors or vague wording
- **Greeting:**
  - Appropriate when no individual name is provided
  - Formal and respectful
  - Common and acceptable for TOEFL administrative emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the request
  - Avoids casual language or unnecessary detail

These choices demonstrate strong awareness of audience and purpose.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Confirmation of TOEFL Score Receipt

Dear Admissions Office,

I am writing to inquire whether my TOEFL scores have been successfully received as part of my application for the fall semester. I recently submitted my application through the online system and uploaded all required documents, including my transcripts and personal statement.

Because the application deadline is approaching, I would like to confirm that my application file is complete. If my TOEFL scores have not yet been received, please let me know whether any additional action is required on my part. I would be happy to provide further information or resend my scores if necessary.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Alex Kim

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**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly requests confirmation and explains why the information is needed.
- **Organization:**  
Ideas are presented in a logical order, with clear paragraph separation.
- **Tone & Register:**  
The tone is formal, polite, and appropriate for communication with administrative staff.
- **Language Use:**  
Grammar and vocabulary are accurate and professional, with no informal expressions.

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- **Opening Effectiveness:**

The subject line, greeting, and first sentence immediately establish the purpose and maintain a professional tone.

bettertoeflscores.com

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 3: Student → Student**

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**Situation**

You are working on a group research presentation for one of your classes. During the last class meeting, the instructor announced a change to the presentation date, but one of your group members was absent that day. You want to make sure everyone in the group has the correct information so the project stays on schedule. You are writing to your classmate to confirm that they are aware of the updated presentation date.

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**Your email must:**

- Mention the group presentation
  - Refer to the change in the presentation date
  - Use a **polite but less formal tone** appropriate for a classmate
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Group Presentation Date Update

**Greeting:**

Hi Jordan,

**First sentence:**

I wanted to check whether you heard about the change to our group presentation date.

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### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the topic (group presentation)
  - Specific and neutral
  - Appropriate for student-to-student communication
- **Greeting:**
  - First name is acceptable for classmates
  - Friendly but not slangy
  - Ends with a comma, which is standard
- **First sentence:**
  - Polite and clear
  - States the purpose immediately
  - Matches the informal-but-professional tone

These choices show awareness of relationship and context.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Group Presentation Date Update

Hi Jordan,

I wanted to check whether you heard about the change to our group presentation date that the instructor announced during class last week. Since you were absent that day, I wanted to make sure you have the correct information so we can stay on schedule.

The presentation has been moved from Thursday to the following Monday, which gives us a few extra days to prepare. Please let me know if this new date works for you and if you have any questions about the updated timeline. We are planning to meet later this week to finalize our slides and divide the remaining tasks.

Thanks for checking in, and I'm looking forward to working together to finish the presentation successfully.

Best,  
Taylor

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**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the situation and requests confirmation from the classmate.
- **Organization:**  
Information is presented logically and clearly, with smooth transitions.
- **Tone & Register:**  
Friendly and polite without being too casual or unprofessional.
- **Language Use:**  
Accurate grammar and natural vocabulary appropriate for peer communication.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately communicate purpose and match the student-to-student context.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 4: Student → Financial Aid Office**

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**Situation**

You are a student who recently accepted an offer of admission to a university. After reviewing your financial aid award letter, you noticed that one of the scholarships you applied for is not listed. Because tuition payment deadlines are approaching, you want to confirm whether the scholarship is still being reviewed or if additional information is required. You are writing to the financial aid office to request clarification so you can plan accordingly.

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**Your email must:**

- Clearly state the reason for writing
  - Ask about the status of the missing scholarship
  - Use a **formal, professional tone** appropriate for administrative staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Inquiry Regarding Scholarship Status

**Greeting:**

Dear Financial Aid Office,

**First sentence:**

I am writing to inquire about the status of a scholarship that is not listed on my financial aid award letter.

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### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the purpose of the email
  - Specific enough to guide the reader
  - Professional and neutral in tone
- **Greeting:**
  - Appropriate when writing to an office rather than an individual
  - Formal and respectful
  - Common and acceptable for TOEFL administrative emails
- **First sentence:**
  - Direct and polite
  - Immediately explains the issue
  - Avoids emotional or informal language

These choices show strong awareness of audience and task requirements.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Inquiry Regarding Scholarship Status

Dear Financial Aid Office,

I am writing to inquire about the status of a scholarship that is not listed on my financial aid award letter. I recently accepted my offer of admission and carefully reviewed the financial aid information provided through the student portal. However, I noticed that one of the scholarships I applied for does not appear on the award summary.

Because tuition payment deadlines are approaching, I would appreciate any information you can provide regarding whether this scholarship is still under review or if additional documentation is required. Please let me know if there are any steps I should take to ensure my financial aid file is complete.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Jordan Lee

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**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the issue and requests clarification about the scholarship status.
- **Organization:**  
Information is presented in a logical order with clear paragraph breaks.
- **Tone & Register:**  
The tone is formal, polite, and appropriate for communication with administrative staff.
- **Language Use:**  
Grammar and vocabulary are accurate, professional, and clear.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish the purpose and maintain a professional tone from the beginning.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 5: Student → IT Support / Help Desk**

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**Situation**

You are a student enrolled in an online course that uses the university's learning management system to submit assignments and access course materials. Recently, you have been unable to log into your account due to a technical error, which has prevented you from submitting an assignment before the deadline. You want to explain the situation and ask for assistance so you can regain access and avoid further issues.

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**Your email must:**

- Clearly explain the technical problem
  - Ask for help regaining access to your account
  - Use a **formal, professional tone** appropriate for technical support staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Unable to Access Student Account

**Greeting:**

Dear IT Support Team,

**First sentence:**

I am writing to report an issue accessing my student account on the university's learning management system.

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### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the problem
  - Specific but concise
  - Professional and neutral
- **Greeting:**
  - Appropriate when writing to a support team rather than an individual
  - Formal and respectful
  - Common and acceptable in TOEFL-style administrative emails
- **First sentence:**
  - Clearly explains the issue
  - Polite and direct
  - Avoids emotional or informal language

These choices demonstrate clear task understanding and audience awareness.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

### High-Scoring Model Email (≈150 words)

**Subject:** Unable to Access Student Account

Dear IT Support Team,

I am writing to report an issue accessing my student account on the university's learning management system. For the past two days, I have been unable to log in due to a technical error, which has prevented me from submitting an assignment for one of my online courses.

I have already tried resetting my password and accessing the system from a different device, but the problem continues. Because the assignment deadline has passed, I am concerned about potential penalties and would appreciate your assistance in resolving this issue as soon as possible. Please let me know if any additional information is needed to help diagnose the problem.

Thank you for your time and support. I appreciate your assistance and look forward to your response.

Sincerely,  
Alex Morgan

### Why This Email Would Score High on the TOEFL (Analysis)

- **Task Completion:**  
The email explains the problem clearly and requests help in a professional manner.
- **Organization:**  
The message is logically structured with clear paragraph breaks.
- **Tone & Register:**  
The tone is polite, calm, and appropriate for technical support staff.
- **Language Use:**  
Grammar and vocabulary are accurate and formal without sounding unnatural.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately establish the issue and maintain a professional tone.

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 6: Student → Registrar's Office**

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**Situation**

You are a student preparing to graduate at the end of the current semester. While reviewing your academic records online, you noticed that one completed course is missing from your transcript. Because accurate records are required for graduation clearance, you want to confirm whether the course will be added or if additional documentation is needed. You are writing to the registrar's office to request clarification and ensure your records are correct.

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**Your email must:**

- Explain the issue with the transcript
  - Ask how the record can be corrected
  - Use a **formal, professional tone** appropriate for administrative staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Missing Course on Academic Transcript

**Greeting:**

Dear Registrar's Office,

**First sentence:**

I am writing to inquire about a course that appears to be missing from my academic transcript.

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### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the issue
  - Specific and professional
  - Appropriate for an administrative audience
- **Greeting:**
  - Correct for an office rather than an individual
  - Formal and respectful
  - Common in TOEFL-style administrative emails
- **First sentence:**
  - Direct and polite
  - Clearly states the purpose of the email
  - Avoids emotional or informal language

These choices demonstrate strong audience awareness and task understanding.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Missing Course on Academic Transcript

Dear Registrar's Office,

I am writing to inquire about a course that appears to be missing from my academic transcript. While reviewing my records online, I noticed that a required course I completed last semester does not appear on my transcript, even though I successfully earned a passing grade.

Because I am preparing to graduate at the end of the current semester, I want to ensure that my academic records are accurate and complete. Could you please let me know whether this course will be added automatically or if additional documentation is required? I would be happy to provide any relevant information, such as enrollment details or instructor confirmation, if needed.

Thank you very much for your time and assistance. I appreciate your help and look forward to your response.

Sincerely,  
Emily Chen

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**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the problem and requests guidance on how to resolve it.
- **Organization:**  
Information is logically structured with clear paragraph separation.
- **Tone & Register:**  
The tone is formal, polite, and appropriate for communication with administrative staff.
- **Language Use:**  
Grammar and vocabulary are accurate, clear, and professional.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism from the beginning.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 7: Student → Academic Advisor**

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**Situation**

You are a student planning your courses for the next semester. After meeting with your academic advisor earlier in the term, you realized that you are still unsure whether one of the required courses fits your degree requirements. Because course registration is opening soon, you want to confirm that you are selecting the correct classes so you stay on track for graduation. You are writing to your academic advisor to ask for clarification.

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**Your email must:**

- Explain why you are writing
  - Ask whether a specific course meets degree requirements
  - Use a **formal, respectful tone** appropriate for an academic advisor
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Question About Course Requirement

**Greeting:**

Dear Ms. Hernandez,

**First sentence:**

I am writing to ask for clarification about whether a course I plan to take next semester fulfills my degree requirements.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the topic of the email
  - Specific without being too long
  - Professional and neutral
- **Greeting:**
  - Uses an appropriate professional title
  - Formal but not overly academic
  - Correct for student → advisor communication
- **First sentence:**
  - Direct and polite
  - Clearly explains the purpose of the email
  - Avoids casual language or unnecessary detail

These choices demonstrate strong awareness of audience and task purpose.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Question About Course Requirement

Dear Ms. Hernandez,

I am writing to ask for clarification about whether a course I plan to take next semester fulfills my degree requirements. During our advising meeting earlier this term, we discussed several course options, and I want to confirm that I am selecting the most appropriate class before registration begins.

Specifically, I am considering enrolling in Sociology 310, but I am unsure whether it satisfies the upper-division requirement for my major. Because registration opens next week, I would appreciate your guidance so I can make an informed decision and stay on track for graduation. Please let me know if you need any additional information from me to review this question.

Thank you very much for your time and support. I appreciate your assistance and look forward to your response.

Sincerely,  
Daniel Park

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**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the situation and asks a focused question.
- **Organization:**  
Ideas are presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is respectful, professional, and appropriate for an academic advisor.
- **Language Use:**  
Grammar and vocabulary are accurate and natural for academic communication.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 8: Student → Housing Office**

---

**Situation**

You are a student who will be living on campus next semester. After reviewing your housing assignment, you noticed that the room type listed does not match the preference you selected in your application. Because housing decisions affect your living arrangements and budget, you want to confirm whether changes are possible or if additional steps are required. You are writing to the housing office to request clarification.

---

**Your email must:**

- Explain the issue with the housing assignment
  - Ask whether a change or review is possible
  - Use a **formal, professional tone** appropriate for administrative staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**Correct Answers & Analysis**

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

**Model Answers****Subject line:**

Inquiry About Housing Assignment

**Greeting:**

Dear Housing Office,

**First sentence:**

I am writing to inquire about a discrepancy in my housing assignment for the upcoming semester.

---

**Why These Are Correct (Analysis)**

- **Subject line:**
  - Clearly identifies the topic
  - Neutral and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct for an office rather than an individual
  - Formal and respectful
  - Common and acceptable for TOEFL-style emails
- **First sentence:**
  - Clearly explains the issue
  - Polite and direct
  - Avoids emotional or informal language

These choices demonstrate strong task awareness and audience control.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Housing Assignment

Dear Housing Office,

I am writing to inquire about a discrepancy in my housing assignment for the upcoming semester. After reviewing the information provided in the housing portal, I noticed that the room type listed does not match the preference I selected in my housing application.

Because housing arrangements affect my living plans and budget, I would appreciate any information you can provide regarding whether changes are possible or if my assignment is still under review. Please let me know if additional steps or documentation are required to request a review of my housing placement.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Lina Ahmed

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the issue and requests clarification.
- **Organization:**  
Information is presented logically with clear paragraph breaks.
- **Tone & Register:**  
The tone is formal, polite, and appropriate for administrative staff.
- **Language Use:**  
Grammar and vocabulary are accurate and professional.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 9: Student → Library Services**

---

**Situation**

You are a student working on a research paper that requires access to several academic journal articles. When trying to access these articles through the university library's database, you encountered an error that prevented you from downloading the full texts. Because the assignment deadline is approaching, you want to ask for assistance so you can access the materials you need to complete your research.

---

**Your email must:**

- Explain the access problem
  - Ask for help accessing library resources
  - Use a **formal, professional tone** appropriate for library staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

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**Correct Answers & Analysis**

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

**Model Answers****Subject line:**

Issue Accessing Library Database

**Greeting:**

Dear Library Services,

**First sentence:**

I am writing to report an issue accessing journal articles through the university library database.

---

**Why These Are Correct (Analysis)**

- **Subject line:**
  - Clearly identifies the problem
  - Specific and professional
  - Appropriate for administrative support
- **Greeting:**
  - Correct for an office or service team
  - Formal and respectful
  - Common in TOEFL-style academic emails
- **First sentence:**
  - Clearly explains the issue
  - Polite and direct
  - Avoids emotional or informal language

These choices demonstrate strong task understanding and audience awareness.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Issue Accessing Library Database

Dear Library Services,

I am writing to report an issue accessing journal articles through the university library database. While conducting research for an upcoming paper, I encountered an error message that prevented me from downloading the full text of several required articles.

Because the assignment deadline is approaching, I would appreciate your assistance in resolving this issue as soon as possible. Please let me know if there are alternative ways to access these materials or if additional steps are required on my part. I would be happy to provide details about the database, article titles, or error message if that would be helpful.

Thank you very much for your time and support. I appreciate your assistance and look forward to your response.

Sincerely,  
Noah Williams

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the issue and requests assistance.
- **Organization:**  
Ideas are logically ordered with clear paragraph structure.
- **Tone & Register:**  
The tone is formal, polite, and appropriate for library staff.
- **Language Use:**  
Grammar and vocabulary are accurate and professional.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 10: Student → Course Instructor (Assignment Clarification)**

---

**Situation**

You are a student enrolled in a course that requires a written assignment due next week. After reviewing the assignment instructions, you are unsure about the expected length and formatting requirements. Because you want to submit the assignment correctly and on time, you are writing to your instructor to ask for clarification.

---

**Your email must:**

- Explain why you are writing
  - Ask for clarification about assignment length and formatting
  - Use a **formal, respectful tone** appropriate for an instructor
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

---

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Question About Assignment Requirements

**Greeting:**

Dear Professor Miller,

**First sentence:**

I am writing to ask for clarification regarding the length and formatting requirements for the upcoming assignment.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the topic of the email
  - Specific and professional
  - Appropriate for academic communication
- **Greeting:**
  - Uses the correct academic title
  - Formal and respectful
  - Appropriate for student → instructor communication
- **First sentence:**
  - Direct and polite
  - Clearly explains the purpose of the email
  - Avoids informal or unnecessary language

These choices demonstrate strong task understanding and professional tone.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Question About Assignment Requirements

Dear Professor Miller,

I am writing to ask for clarification regarding the length and formatting requirements for the upcoming assignment. After reviewing the assignment instructions posted online, I was unsure whether the word count applies only to the main essay or includes the reference section as well.

In addition, I would like to confirm whether the assignment should be formatted using MLA or APA style. I want to make sure I follow the guidelines correctly and submit my work according to the course expectations. Please let me know if there are any additional details I should be aware of before completing the assignment.

Thank you very much for your time and guidance. I appreciate your assistance and look forward to your response.

Best regards,  
Sophia Nguyen

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly asks for clarification and explains why the information is needed.
- **Organization:**  
Information is presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is polite, formal, and appropriate for communication with an instructor.
- **Language Use:**  
Grammar and vocabulary are accurate and professional.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 11: Student → Group Project Partner (Scheduling Issue)**

---

**Situation**

You are working with a partner on a group project that requires regular meetings outside of class. You recently realized that you will be unavailable during the time originally scheduled for your next meeting due to a personal conflict. Because you still want to contribute fully to the project, you are writing to your partner to explain the situation and suggest rescheduling the meeting.

---

**Your email must:**

- Explain why you are writing
  - Mention the scheduling conflict
  - Suggest rescheduling the meeting
  - Use a **polite, cooperative tone** appropriate for a peer
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

---

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Request to Reschedule Project Meeting

**Greeting:**

Hi Maya,

**First sentence:**

I am writing to let you know that I have a scheduling conflict for our upcoming project meeting.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the purpose of the email
  - Specific and easy to understand
  - Appropriate for student-to-student communication
- **Greeting:**
  - First-name greeting is appropriate for peers
  - Friendly but professional
  - Matches the informal context
- **First sentence:**
  - Polite and direct
  - Clearly explains the reason for writing
  - Maintains a cooperative tone

These choices demonstrate good awareness of relationship and purpose.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Request to Reschedule Project Meeting

Hi Maya,

I am writing to let you know that I have a scheduling conflict for our upcoming project meeting. Unfortunately, I have a personal commitment at the originally scheduled time and will not be able to attend.

I still want to make sure I contribute fully to the project, so I was hoping we could reschedule our meeting for another time later this week. I am available on Thursday afternoon or Friday morning, but I am happy to adjust if another time works better for you. Please let me know what your availability looks like, and we can find a time that works for both of us.

Thanks for your understanding, and I look forward to continuing our work on the project.

Best,  
Chris

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email explains the situation clearly and proposes a reasonable solution.
- **Organization:**  
Ideas are logically ordered with clear transitions.
- **Tone & Register:**  
The tone is polite, cooperative, and appropriate for peer communication.
- **Language Use:**  
Grammar and vocabulary are accurate and natural.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish the purpose and match the peer-to-peer context.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 12: Student → Campus Health Services**

---

**Situation**

You are a student who recently scheduled an appointment with the campus health center. Due to a sudden illness, you are unable to attend the appointment at the scheduled time. Because missed appointments may result in a fee, you want to inform the health services office as soon as possible and ask about rescheduling the appointment. You are writing to campus health services to explain the situation and request guidance.

---

**Your email must:**

- Explain why you are writing
  - Inform the office that you cannot attend the appointment
  - Ask about rescheduling options
  - Use a **formal, professional tone** appropriate for health services staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

---

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Request to Reschedule Health Appointment

**Greeting:**

Dear Campus Health Services,

**First sentence:**

I am writing to inform you that I am unable to attend my scheduled appointment due to an unexpected illness.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the purpose of the email
  - Specific and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct when writing to a department rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the situation
  - Avoids unnecessary personal details

These choices show strong task understanding and audience awareness.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Request to Reschedule Health Appointment

Dear Campus Health Services,

I am writing to inform you that I am unable to attend my scheduled appointment due to an unexpected illness. Unfortunately, my condition worsened this morning, and I do not believe I will be able to come to the health center at the assigned time.

Because I understand that missed appointments may result in a fee, I wanted to notify you as soon as possible and ask about the process for rescheduling. Please let me know if there are any steps I should take to arrange a new appointment or if additional information is required. I would be happy to provide documentation if needed.

Thank you very much for your time and understanding. I appreciate your assistance and look forward to your response.

Sincerely,  
Amina Hassan

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the situation and requests information about rescheduling.
- **Organization:**  
Information is presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is polite, professional, and appropriate for health services staff.
- **Language Use:**  
Grammar and vocabulary are accurate and formal without sounding unnatural.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 13: Student → Career Services Office**

---

**Situation**

You are a student preparing to apply for internships and recently learned that the university's career services office offers résumé review appointments. You would like to receive feedback on your résumé before submitting applications, but you are unsure how to schedule an appointment or what materials to bring. You are writing to the career services office to request information and guidance.

---

**Your email must:**

- Explain why you are writing
  - Ask how to schedule a résumé review appointment
  - Ask what materials are required
  - Use a **formal, professional tone** appropriate for career services staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

---

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Inquiry About Résumé Review Appointment

**Greeting:**

Dear Career Services Office,

**First sentence:**

I am writing to inquire about scheduling a résumé review appointment with the career services office.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the purpose of the email
  - Specific and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct when writing to an office rather than an individual
  - Formal and respectful
  - Common in TOEFL-style emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the reason for writing
  - Avoids informal language

These choices demonstrate strong task awareness and professional tone.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Résumé Review Appointment

Dear Career Services Office,

I am writing to inquire about scheduling a résumé review appointment with the career services office. I am currently preparing to apply for internships and would appreciate professional feedback to improve my résumé before submitting applications.

Could you please let me know how to schedule an appointment and whether résumé reviews are conducted in person or online? Additionally, I would like to confirm what materials I should bring or submit in advance of the appointment. I want to ensure that I am fully prepared and make the most of the session.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Kevin Tran

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the request and asks all required questions.
- **Organization:**  
Ideas are logically ordered with clear paragraph structure.
- **Tone & Register:**  
The tone is polite, professional, and appropriate for career services staff.
- **Language Use:**  
Grammar and vocabulary are accurate and formal.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 14: Student → Instructor (Request for Recommendation Letter)**

---

**Situation**

You are a student planning to apply to graduate programs next year. One of the applications requires a letter of recommendation from a professor who knows your academic work well. You would like to ask your instructor from a previous course if they would be willing to write a strong letter of recommendation for you. Because this is a formal request, you want to write a polite and professional email.

---

**Your email must:**

- Explain why you are writing
  - Politely ask if the instructor is willing to write a recommendation letter
  - Mention the general purpose of the recommendation (graduate school)
  - Use a **formal, respectful tone** appropriate for an instructor
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Request for Letter of Recommendation

**Greeting:**

Dear Professor Anderson,

**First sentence:**

I am writing to ask whether you would be willing to write a letter of recommendation in support of my graduate school applications.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the purpose of the email
  - Professional and specific
  - Appropriate for academic communication
- **Greeting:**
  - Uses the correct academic title and last name
  - Formal and respectful
  - Appropriate for student → instructor communication
- **First sentence:**
  - Polite and direct
  - Clearly explains the request
  - Avoids pressure or informal language

These choices demonstrate strong audience awareness and professionalism.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Request for Letter of Recommendation

Dear Professor Anderson,

I am writing to ask whether you would be willing to write a letter of recommendation in support of my graduate school applications. I greatly enjoyed your course last year and found your feedback on my research papers especially helpful.

I am currently preparing applications for graduate programs in environmental science and believe that your perspective on my academic performance would be valuable. If you are willing, I would be happy to provide my résumé, statement of purpose, and any additional information that may be helpful. The first application deadline is in early December, and I would of course give you ample time to prepare the letter.

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,  
Michael Rivera

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly makes the request and provides necessary context.
- **Organization:**  
Ideas are presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is respectful, polite, and appropriate for a recommendation request.
- **Language Use:**  
Grammar and vocabulary are accurate and formal.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 15: Student → Course Instructor (Extension Request)**

---

**Situation**

You are a student enrolled in a course with a major written assignment due at the end of the week. Due to a family emergency, you have been unable to complete the assignment on time. Because you want to handle the situation responsibly, you are writing to your instructor to explain the circumstances and request a short extension.

---

**Your email must:**

- Explain why you are writing
  - Briefly mention the reason for the delay
  - Politely request a short extension
  - Use a **formal, respectful tone** appropriate for an instructor
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**Correct Answers & Analysis**

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

**Model Answers****Subject line:**

Request for Assignment Extension

**Greeting:**

Dear Professor Wilson,

**First sentence:**

I am writing to request a short extension for the upcoming assignment due to an unexpected family emergency.

---

**Why These Are Correct (Analysis)**

- **Subject line:**
  - Clearly states the purpose of the email
  - Specific and professional
  - Appropriate for academic communication
- **Greeting:**
  - Uses the correct academic title and last name
  - Formal and respectful
  - Appropriate for student → instructor communication
- **First sentence:**
  - Polite and direct
  - Clearly explains the request
  - Avoids unnecessary personal details

These choices show strong task awareness and professionalism.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Request for Assignment Extension

Dear Professor Wilson,

I am writing to request a short extension for the upcoming assignment due to an unexpected family emergency. Over the past few days, this situation has limited my ability to complete the work by the original deadline.

I understand the importance of meeting course deadlines, and I want to assure you that I am making every effort to complete the assignment as soon as possible. If approved, I would be grateful for a two-day extension, which would allow me to submit work that meets the course expectations. Please let me know if you need any additional information from me.

Thank you very much for your time and understanding. I appreciate your consideration and look forward to your response.

Sincerely,  
Olivia Martinez

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the situation and makes a reasonable request.
- **Organization:**  
The message follows a logical structure with clear paragraph breaks.
- **Tone & Register:**  
The tone is respectful, professional, and appropriate for an extension request.
- **Language Use:**  
Grammar and vocabulary are accurate and formal.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 16: Student → Campus Parking Services**

---

**Situation**

You are a student who recently received a parking citation on campus. After reviewing the notice, you believe the citation was issued in error because your parking permit was valid at the time. Because parking fines must be resolved quickly, you want to contact parking services to explain the situation and ask about the appeal process.

---

**Your email must:**

- Explain why you are writing
  - Briefly describe the issue with the parking citation
  - Ask about the appeal or review process
  - Use a **formal, professional tone** appropriate for administrative staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Inquiry Regarding Parking Citation

**Greeting:**

Dear Parking Services Office,

**First sentence:**

I am writing to inquire about a parking citation that I believe was issued in error.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the topic of the email
  - Neutral and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct when writing to a department rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and polite
  - Clearly states the reason for writing
  - Avoids emotional or accusatory language

These choices demonstrate strong task awareness and appropriate tone.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Inquiry Regarding Parking Citation

Dear Parking Services Office,

I am writing to inquire about a parking citation that I believe was issued in error. I recently received a citation for parking without a valid permit; however, my permit was active and clearly displayed on my vehicle at the time the citation was issued.

Because the deadline to respond to parking citations is approaching, I would appreciate your guidance on how to submit an appeal or request a review of this citation. Please let me know if there are any forms or documentation I should provide, such as proof of my permit or photographs of the vehicle. I am happy to supply any additional information needed to resolve this matter.

Thank you very much for your time and assistance. I appreciate your help and look forward to your response.

Sincerely,  
Daniel Kim

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the issue and requests information about the appeal process.
- **Organization:**  
Information is presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is calm, professional, and appropriate for administrative staff.
- **Language Use:**  
Grammar and vocabulary are accurate, formal, and clear.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 17: Student → Campus IT Security Office (Suspicious Email Report)**

---

**Situation**

You are a student who recently received an email that appeared to request your university login information. The message looked suspicious, and you are concerned that it may be a phishing attempt. Because protecting your account is important, you want to report the message and ask for guidance on what steps to take next. You are writing to the campus IT security office to inform them of the situation.

---

**Your email must:**

- Explain why you are writing
  - Describe the suspicious email
  - Ask for guidance on next steps
  - Use a **formal, professional tone** appropriate for IT security staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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---

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Report of Suspicious Email

**Greeting:**

Dear IT Security Office,

**First sentence:**

I am writing to report a suspicious email that appears to request my university login information.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the purpose of the email
  - Specific and professional
  - Appropriate for security-related communication
- **Greeting:**
  - Correct when writing to an office rather than an individual
  - Formal and respectful
  - Common in TOEFL-style administrative emails
- **First sentence:**
  - Direct and clear
  - Clearly explains the concern
  - Avoids emotional or accusatory language

These choices demonstrate strong task awareness and professional tone.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Report of Suspicious Email

Dear IT Security Office,

I am writing to report a suspicious email that appears to request my university login information. The message claims to be from an official university department and asks me to confirm my account details through an external link. Because the request seemed unusual, I did not click the link or provide any personal information.

I would appreciate your guidance on whether this email is a phishing attempt and what steps I should take to protect my account. Please let me know if you would like me to forward the message or provide screenshots for further review. I want to ensure that my account remains secure and that any potential risks are addressed promptly.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Hannah Lee

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly reports the issue and requests guidance.
- **Organization:**  
Information is presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is professional, calm, and appropriate for a security-related issue.
- **Language Use:**  
Grammar and vocabulary are accurate and formal.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 18: Student → International Student Office**

---

**Situation**

You are an international student studying at a university in the United States. Recently, you learned that there may be changes to the requirements for maintaining full-time enrollment for international students. Because your visa status depends on meeting these requirements, you want to confirm whether the changes apply to you and what steps you should take to remain in compliance. You are writing to the international student office to request clarification.

---

**Your email must:**

- Explain why you are writing
  - Ask whether the enrollment requirement changes apply to you
  - Ask what steps you should take, if any
  - Use a **formal, professional tone** appropriate for international student services staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

---

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Inquiry About Enrollment Requirements

**Greeting:**

Dear International Student Office,

**First sentence:**

I am writing to inquire about recent changes to the full-time enrollment requirements for international students.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the topic of the email
  - Neutral and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct when writing to an office rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and clear
  - Immediately explains the reason for writing
  - Avoids unnecessary personal details

These choices demonstrate strong task awareness and audience control.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Enrollment Requirements

Dear International Student Office,

I am writing to inquire about recent changes to the full-time enrollment requirements for international students. I recently received information suggesting that there may be updates to these requirements, and I would like to confirm whether they apply to my situation.

Because my visa status depends on maintaining full-time enrollment, I want to ensure that I remain in full compliance with university and immigration regulations. Could you please let me know whether any action is required on my part and what steps I should take, if necessary? I would also appreciate clarification on where I can find the most up-to-date information regarding these requirements.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Arjun Patel

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly requests clarification and explains why the information is important.
- **Organization:**  
Ideas are logically ordered with clear paragraph structure.
- **Tone & Register:**  
The tone is formal, respectful, and appropriate for international student services staff.
- **Language Use:**  
Grammar and vocabulary are accurate, clear, and professional.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

- **Opening Effectiveness:**

The subject line, greeting, and first sentence immediately establish purpose and professionalism.

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**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 19: Student → Study Abroad Office**

---

**Situation**

You are a student interested in participating in a study abroad program next academic year. After reviewing the program information online, you are unsure whether you meet the eligibility requirements related to GPA and course prerequisites. Because application deadlines are approaching, you want to confirm your eligibility and ask what steps you should take if you need to meet additional requirements. You are writing to the study abroad office to request clarification.

---

**Your email must:**

- Explain why you are writing
  - Ask whether you meet the eligibility requirements
  - Ask what steps to take if additional requirements apply
  - Use a **formal, professional tone** appropriate for study abroad staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JIT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Inquiry About Study Abroad Eligibility

**Greeting:**

Dear Study Abroad Office,

**First sentence:**

I am writing to inquire about my eligibility for a study abroad program next academic year.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the purpose of the email
  - Specific and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct when writing to an office rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the reason for writing
  - Avoids informal language

These choices demonstrate strong audience awareness and task understanding.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Study Abroad Eligibility

Dear Study Abroad Office,

I am writing to inquire about my eligibility for a study abroad program next academic year. After reviewing the program information available on your website, I would like to confirm whether I meet the requirements related to GPA and course prerequisites.

Because application deadlines are approaching, I want to ensure that I understand any additional steps I may need to take before applying. Could you please let me know whether my current academic standing meets the eligibility criteria and if there are any requirements I should complete in advance? I would also appreciate guidance on where to find detailed information about the application process.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Rachel Kim

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly asks about eligibility and next steps.
- **Organization:**  
Ideas are logically ordered with clear paragraph structure.
- **Tone & Register:**  
The tone is formal, polite, and appropriate for study abroad staff.
- **Language Use:**  
Grammar and vocabulary are accurate and professional.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 20: Student → Campus Bookstore**

---

**Situation**

You are a student who recently purchased a required textbook from the campus bookstore. After opening the package, you discovered that the book was damaged and missing several pages. Because you need the textbook for your classes, you want to ask about replacement or exchange options. You are writing to the campus bookstore to explain the issue and request assistance.

---

**Your email must:**

- Explain why you are writing
  - Describe the issue with the textbook
  - Ask about replacement or exchange options
  - Use a **formal, professional tone** appropriate for bookstore staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Issue with Purchased Textbook

**Greeting:**

Dear Campus Bookstore,

**First sentence:**

I am writing to report an issue with a textbook I recently purchased from the campus bookstore.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the problem
  - Specific and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct when writing to a department rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the reason for writing
  - Avoids emotional or informal language

These choices demonstrate strong task awareness and professional tone.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Issue with Purchased Textbook

Dear Campus Bookstore,

I am writing to report an issue with a textbook I recently purchased from the campus bookstore. After opening the package, I noticed that the book was damaged and that several pages were missing, which makes it difficult to use for my course.

Because this textbook is required for my classes, I would appreciate your guidance on the process for requesting a replacement or exchange. Please let me know whether I should return the book in person or provide proof of purchase and photographs of the damage. I am happy to follow any procedures needed to resolve this issue.

Thank you very much for your time and assistance. I appreciate your help and look forward to your response.

Sincerely,  
Jason Liu

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the problem and requests assistance.
- **Organization:**  
Information is presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is polite, professional, and appropriate for bookstore staff.
- **Language Use:**  
Grammar and vocabulary are accurate and clear.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscor.es.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 21: Student → Campus Transportation Office**

---

**Situation**

You are a student who relies on the campus shuttle service to travel between residence halls and academic buildings. Recently, the shuttle schedule changed, and you are unsure whether the route you normally use is still operating during the evening. Because this affects your ability to attend late classes, you want to confirm the current schedule and available routes. You are writing to the campus transportation office to request clarification.

---

**Your email must:**

- Explain why you are writing
  - Ask about the current shuttle schedule
  - Confirm whether a specific route is still operating
  - Use a **formal, professional tone** appropriate for administrative staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoefl.com>

## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Inquiry About Campus Shuttle Schedule

**Greeting:**

Dear Transportation Services Office,

**First sentence:**

I am writing to inquire about recent changes to the campus shuttle schedule.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the topic
  - Specific and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct for a department rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the reason for writing
  - Avoids informal language

These choices demonstrate strong audience awareness and task understanding.

---

**TOEFL Writing 2026 Mastery Course Playlist:**

[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)

**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Campus Shuttle Schedule

Dear Transportation Services Office,

I am writing to inquire about recent changes to the campus shuttle schedule. I regularly use the shuttle route that travels between the residence halls and the main academic buildings, particularly during the evening hours. After reviewing the updated schedule online, I was unsure whether this route is still operating after 7:00 p.m.

Because I rely on the shuttle to attend late classes, I would appreciate clarification on the current routes and service times. Please let me know if there have been any permanent changes or if alternative transportation options are available during the evening.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Ethan Brooks

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the concern and asks focused questions.
- **Organization:**  
Information is presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is professional, polite, and appropriate for administrative staff.
- **Language Use:**  
Grammar and vocabulary are accurate and formal.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

**TOEFL Writing 2026 Mastery Course Playlist:**[https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3\\_mzv](https://www.youtube.com/playlist?list=PLH9Un-a8tO4JlT5cZp2nXYT7tIPO3_mzv)**TOEFL Speaking and Writing Feedback Service:** <http://bettertoeflscores.com>

**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 22: Student → Campus Dining Services**

---

**Situation**

You are a student living on campus who has a registered food allergy. Recently, you noticed that the ingredient labels for several meals at the dining hall were unclear or missing. Because your health and safety depend on accurate information, you want to ask dining services how allergy information is provided and whether additional details are available. You are writing to campus dining services to request clarification.

---

**Your email must:**

- Explain why you are writing
  - Mention the issue with ingredient or allergy information
  - Ask how to access accurate allergy details
  - Use a **formal, professional tone** appropriate for dining services staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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## Correct Answers & Analysis

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### Model Answers

**Subject line:**

Inquiry About Allergy Information in Dining Hall

**Greeting:**

Dear Dining Services Office,

**First sentence:**

I am writing to inquire about the availability of allergy and ingredient information for meals served in the dining hall.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the topic
  - Specific and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct for a department rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the reason for writing
  - Avoids emotional or informal language

These choices demonstrate strong task awareness and appropriate tone.

---

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**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Allergy Information in Dining Hall

Dear Dining Services Office,

I am writing to inquire about the availability of allergy and ingredient information for meals served in the dining hall. I have a registered food allergy and rely on accurate labeling to make safe meal choices. Recently, I noticed that some meals did not clearly list ingredients or allergy warnings.

Because my health depends on having access to this information, I would appreciate clarification on how allergy details are typically provided and whether there is a resource I can consult for more complete ingredient lists. Please let me know if there is a staff member I should contact for assistance or if additional accommodations are available.

Thank you very much for your time and attention to this matter. I appreciate your support and look forward to your response.

Sincerely,  
Natalie Perez

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the concern and requests specific information.
- **Organization:**  
Ideas are logically ordered with clear paragraph structure.
- **Tone & Register:**  
The tone is formal, respectful, and appropriate for dining services staff.
- **Language Use:**  
Grammar and vocabulary are accurate, clear, and professional.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

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**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 23: Student → Campus Counseling Services**

---

**Situation**

You are a student who is feeling overwhelmed by academic stress and would like to speak with a counselor. You have never used campus counseling services before and are unsure how to schedule an appointment or what the process involves. You are writing to campus counseling services to ask about available support options and how to get started.

---

**Your email must:**

- Explain why you are writing
  - Ask how to schedule a counseling appointment
  - Ask about available support options
  - Use a **formal, professional tone** appropriate for counseling services staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Inquiry About Counseling Services

**Greeting:**

Dear Counseling Services Office,

**First sentence:**

I am writing to inquire about the process for scheduling an appointment with campus counseling services.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the purpose of the email
  - Neutral and professional
  - Appropriate for sensitive administrative communication
- **Greeting:**
  - Correct when writing to a department rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Polite and direct
  - Clearly explains the reason for writing
  - Avoids emotional oversharing

These choices demonstrate strong audience awareness and task control.

---

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**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Counseling Services

Dear Counseling Services Office,

I am writing to inquire about the process for scheduling an appointment with campus counseling services. Recently, I have been feeling overwhelmed by academic stress and would like to speak with a counselor to better manage my workload and responsibilities.

Because I have not used these services before, I would appreciate information about how to schedule an initial appointment and what types of support are available. Please let me know if there are any forms I should complete in advance or if there are specific counseling options recommended for students experiencing academic stress.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Anthony Morales

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the situation and requests relevant information.
- **Organization:**  
Ideas are presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is respectful, professional, and appropriate for a sensitive topic.
- **Language Use:**  
Grammar and vocabulary are accurate and formal.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism.

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**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 24: Student → Campus Recreation Center**

---

**Situation**

You are a student who recently purchased a membership to the campus recreation center. After checking the facility hours online, you noticed conflicting information about weekend opening times. Because you want to plan your schedule accordingly, you are writing to the recreation center staff to confirm the correct hours of operation and ask whether reservations are required for certain facilities.

---

**Your email must:**

- Explain why you are writing
  - Ask about weekend hours of operation
  - Ask whether reservations are required
  - Use a **formal, professional tone** appropriate for recreation center staff
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

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## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Inquiry About Recreation Center Hours

**Greeting:**

Dear Campus Recreation Center Staff,

**First sentence:**

I am writing to inquire about the weekend hours of operation at the campus recreation center.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly identifies the topic of the email
  - Specific and professional
  - Appropriate for administrative communication
- **Greeting:**
  - Correct when writing to staff rather than an individual
  - Formal and respectful
  - Common in TOEFL-style service emails
- **First sentence:**
  - Direct and polite
  - Clearly explains the purpose of the email
  - Avoids informal language

These choices demonstrate strong task awareness and appropriate tone.

---

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**High-Scoring Model Email (≈150 words)****Subject:** Inquiry About Recreation Center Hours

Dear Campus Recreation Center Staff,

I am writing to inquire about the weekend hours of operation at the campus recreation center. After reviewing the information posted online, I noticed that the opening times for Saturdays and Sundays appear to differ across sources, and I would like to confirm the correct schedule.

In addition, I would appreciate clarification on whether reservations are required to use specific facilities, such as the fitness rooms or indoor courts, during peak hours. This information would help me plan my visits more effectively. Please let me know if there is a preferred resource where the most up-to-date schedule is posted.

Thank you very much for your time and assistance. I appreciate your support and look forward to your response.

Sincerely,  
Brian Thompson

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the issue and asks focused questions.
- **Organization:**  
Information is presented logically with clear paragraph structure.
- **Tone & Register:**  
The tone is professional, polite, and appropriate for recreation center staff.
- **Language Use:**  
Grammar and vocabulary are accurate and clear.
- **Opening Effectiveness:**  
The subject line, greeting, and first sentence immediately establish purpose and professionalism.

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**TOEFL Writing Task 2 Practice****Subject Lines & Email Openings****Practice Scenario 25: Student → Course Instructor (Make-Up Exam Request)**

---

**Situation**

You are a student who missed a scheduled midterm exam because of a sudden illness. You were unable to attend class or notify your instructor in advance. Now that you are feeling better, you want to explain the situation and ask whether it is possible to take a make-up exam or complete an alternative assignment. You are writing to your instructor to request guidance.

---

**Your email must:**

- Explain why you are writing
  - Briefly explain why you missed the exam
  - Ask whether a make-up exam or alternative option is available
  - Use a **formal, respectful tone** appropriate for an instructor
- 

**Write:****Subject line:** \_\_\_\_\_**Greeting:** \_\_\_\_\_**First sentence:** \_\_\_\_\_

---

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## Correct Answers & Analysis

---

### Model Answers

**Subject line:**

Request for Make-Up Exam

**Greeting:**

Dear Professor Davis,

**First sentence:**

I am writing to explain my absence from the midterm exam and to ask whether a make-up option may be available.

---

### Why These Are Correct (Analysis)

- **Subject line:**
  - Clearly states the purpose of the email
  - Specific and professional
  - Appropriate for academic communication
- **Greeting:**
  - Uses the correct academic title and last name
  - Formal and respectful
  - Appropriate for student → instructor communication
- **First sentence:**
  - Polite and direct
  - Clearly explains the reason for writing
  - Avoids excuses or emotional language

These choices show strong awareness of audience and task expectations.

---

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**High-Scoring Model Email (≈150 words)****Subject:** Request for Make-Up Exam

Dear Professor Davis,

I am writing to explain my absence from the midterm exam and to ask whether a make-up option may be available. Unfortunately, I became ill the morning of the exam and was unable to attend class or notify you in advance.

I understand the importance of course policies regarding exams, and I sincerely apologize for any inconvenience my absence may have caused. If possible, I would appreciate the opportunity to take a make-up exam or complete an alternative assignment so that my performance in the course accurately reflects my understanding of the material. I am happy to provide documentation if required.

Thank you very much for your time and consideration. I appreciate your understanding and look forward to your guidance.

Sincerely,  
Laura Chen

---

**Why This Email Would Score High on the TOEFL (Analysis)**

- **Task Completion:**  
The email clearly explains the situation and makes a polite, reasonable request.
  - **Organization:**  
The message is logically structured with clear paragraph separation.
  - **Tone & Register:**  
The tone is respectful, professional, and appropriate for an academic context.
  - **Language Use:**  
Grammar and vocabulary are accurate, formal, and natural.
  - **Opening Effectiveness:**  
The subject line, greeting, and first sentence clearly establish purpose and professionalism from the start.
- 

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## How to Adjust Your Tone in TOEFL Write an Email Tasks

### (With Clear Rules + Examples)

Your **tone** is how your email *sounds* to the reader. On the TOEFL, tone matters just as much as grammar. A grammatically correct email can still score lower if the tone does not match the situation.

The key rule is simple:

**Higher status + more serious situation = more formal tone**

Below are the most important tone adjustments you must make on the test.

---

### 1. Adjust Tone Based on the Relationship

#### Student → Professor / Instructor

**Tone:** Formal, respectful, careful

**Use:**

- Full titles (Professor, Dr.)
- Polite verbs (request, inquire, appreciate)
- Complete sentences

**Example (appropriate):**

I am writing to request clarification regarding the assignment requirements.

**Example (too casual – avoid):**

I just wanted to ask about the assignment.

---

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**Student → Administrative Office (Admissions, Registrar, Financial Aid)**

**Tone:** Professional, neutral, respectful

**Use:**

- Department names
- Clear purpose
- Calm wording

**Example (appropriate):**

I am writing to inquire about the status of my application.

**Example (too informal – avoid):**

I'm checking to see what's going on with my application.

---

**Student → Staff / Services (IT, Housing, Library, Dining)**

**Tone:** Polite, professional, solution-focused

**Use:**

- Neutral language
- Problem descriptions, not complaints
- Requests instead of demands

**Example (appropriate):**

I would appreciate your assistance in resolving this issue.

**Example (too aggressive – avoid):**

This needs to be fixed immediately.

---

**Student → Student / Peer**

**Tone:** Friendly but still polite

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**Use:**

- First names
- Shorter sentences
- Clear purpose

**Example (appropriate):**

I wanted to check whether you heard about the change to the presentation date.

**Example (too casual – avoid):**

Did you see the update???

---

**2. Adjust Tone Based on the Purpose of the Email****Apologies**

**Tone:** Responsible, calm, respectful

**DO:**

- Accept responsibility
- Avoid excuses
- Keep explanations brief

**Strong example:**

I sincerely apologize for missing the lab session due to an unexpected transportation delay.

**Weak example (avoid):**

I missed class because my bus was late and there was nothing I could do.

---

**Requests (extensions, appointments, help)**

**Tone:** Polite, indirect, respectful

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**DO:**

- Use “would” and “could”
- Make requests, not demands

**Strong example:**

I would appreciate the opportunity to request a short extension.

**Weak example (avoid):**

I need an extension.

---

**Reporting Problems**

**Tone:** Neutral, factual, non-emotional

**DO:**

- Describe the issue
- Ask for guidance
- Stay calm

**Strong example:**

I am writing to report an issue accessing the online system.

**Weak example (avoid):**

The system is broken and this is very frustrating.

---

**Scheduling / Rescheduling**

**Tone:** Cooperative, flexible

**DO:**

- Show willingness to adjust
- Offer options

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**Strong example:**

Please let me know if another time would be more convenient.

**Weak example (avoid):**

We need to change the meeting time.

---

**3. Adjust Tone Through Word Choice****Formal Words (Use These)**

- inquire → ask
- request → want
- assistance → help
- appreciate → like
- unable to → can't

**Example:**

I am unable to attend the meeting at the scheduled time.

---

**Informal Words (Avoid on TOEFL)**

- stuff
- things
- guys
- gonna / wanna
- ASAP

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**Incorrect:**

I can't make it and need help ASAP.

---

**4. Adjust Tone Through Sentence Structure****Formal tone uses:**

- Complete sentences
- Indirect requests
- Polite framing

**Formal:**

I would like to ask whether it is possible to reschedule the appointment.

**Informal (avoid):**

Can we change the appointment?

---

**5. Adjust Tone in Openings and Closings****Strong Openings**

- I am writing to inquire about...
- I am writing to request...
- I am writing to inform you that...

**Weak Openings (Avoid)**

- Hey
  - Just a quick question
  - I wanted to let you know
- 

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**Strong Closings**

- Thank you for your time and assistance.
- I appreciate your consideration.
- I look forward to your response.

**Weak Closings (Avoid)**

- Thanks
  - Let me know
  - Bye
- 

**6. Tone Mistakes That Lower TOEFL Scores**

- ✗ Being too casual
  - ✗ Sounding demanding
  - ✗ Over-explaining personal details
  - ✗ Emotional language
  - ✗ Slang or texting style
  - ✗ Overly short or abrupt emails
- 

**Final TOEFL Rule to Remember**

**When unsure, choose the more formal option.**

Being too formal never lowers your TOEFL score.

Being too casual often does.

---

**Test-Day Checklist for Tone ✓**

Before submitting your email, ask:

- Does my tone match the reader's status?
- Do I sound polite and professional?

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- Would this email be acceptable in a real university setting?

If yes → you're on the right track.

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