telc B1 Schreiben Spezial Guide

Beschwerde, Anfrage, Termin E-Mails and invitation answers for B1 learners.

Goal of this guide	Learn a safe structure for telc B1 Schreiben. Write clear emails, answer all Leitpunkte, and avoid common mistakes before exam day.

For A2-B1 learners

Simple English explanations and useful German Redemittel.

Exam-focused

Practice emails close to common telc B1 Schreiben task types.

15 tasks + 8 answers

Use the model answers to learn structure, tone and useful phrases.

Clear checklist

Check task, register, grammar, word order and closing before you finish.

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Inside this guide

This guide helps you write a strong telc B1 Schreiben email. The language is simple. The examples are practical. You can use the phrases immediately in your practice.

Section	Topic	What you get
1	Format basics	What the telc B1 Schreiben task usually asks you to do.
2	Safe email structure	A clear order for subject, greeting, purpose, points, solution and closing.
3	Task types	Beschwerde, Anfrage, Termin verschieben and Einladung beantworten.
4	Redemittel bank	Useful German phrases for B1 emails.
5	15 exam-style tasks	Realistic tasks with four Leitpunkte.
6	8 model answers	Simple, correct examples that show tone and structure.
7	Mistakes and checklist	What often costs points and how to check your text.
8	14-day plan	A short routine to prepare step by step.

Quick fact

In the official telc Deutsch B1 practice test, the writing task is an informal or semi-formal email with four Leitpunkte and a 30-minute time limit. Always check your exam provider for the latest rules.

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1. Who this guide is for

This guide is for German learners who prepare for telc B1 Schreiben. It is also useful if you prepare for Goethe, ÖSD, DTZ or another B1-style writing task.

You need simple structure You do not need difficult sentences. You need a clear email that answers the task.	**You want useful German phrases** You can learn phrases for complaints, requests, appointments and invitations.
You lose points for small mistakes This guide helps you check grammar, word order, register and task completion.	**You need exam confidence** With repeated practice, the writing task becomes more predictable.

A B1 email should be clear, polite and complete. The examiner must understand your situation quickly. So, your text needs a good plan. First, understand the task. Then choose the right tone. After that, write short and correct sentences.

Use this guide as a workbook. Read one section, write one answer, and check it with the checklist. Then improve the same answer one more time.

Teacher tip	Do not write too much. A long text with many mistakes is not better. A clear text with all points is stronger.

2. telc B1 Schreiben format in simple words

In telc B1 Schreiben, you write one email. The email is usually personal or semi-formal. You get a situation and four Leitpunkte. You should answer all four points clearly.

Area	Simple explanation
Text type	Informal or semi-formal email.
Time	30 minutes in the official telc Deutsch B1 practice format.
Task	One writing task with four Leitpunkte.
Main goal	Answer the situation and write a complete, logical email.
Important areas	Task completion, text logic, useful phrases, register, grammar and accuracy.
Common topics	Complaint, request, appointment, invitation, course, travel, housing or daily life.

The word Leitpunkte means guiding points. They tell you what to include. If you miss one important point, your answer becomes weaker. That is why you must underline the important words before you write.

Important	This is a preparation guide, not an official telc document. Always check telc.net or your exam center for the newest rules and dates.

3. What examiners look for

You do not only need correct grammar. You also need to complete the task and write in a logical way. This is why a simple plan helps a lot.

Scoring focus	Ask yourself
Task completion	Did you answer all four Leitpunkte? Did you write about the correct situation?
Communicative design	Is your email easy to follow? Did you use a suitable greeting, tone, connectors and closing?
Formal accuracy	Are the sentences mostly correct? Are verb forms, articles, cases and word order understandable?

A safe B1 email usually has this order:

1. Betreff: write a short subject line.
2. Anrede: choose informal or semi-formal greeting.
3. Start: say why you write.
4. Main part: answer the four Leitpunkte.
5. End: ask for an answer or offer a solution.
6. Gruß: close with a suitable phrase.

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Write or record your answer on Test German, get instant feedback, and improve grammar, word order, clarity and task completion before exam day.

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4. The 30-minute writing strategy

Many learners start writing too fast. Then they forget one Leitpunkt or use the wrong tone. Use this simple time plan.

Time	What to do
0-3 min	Read the task twice. Mark the situation, person, tone and four Leitpunkte.
3-6 min	Make a mini plan. Write one short idea for each Leitpunkt.
6-23 min	Write the email. Use short sentences. Keep the order clear.
23-28 min	Check all four Leitpunkte. Add missing information if needed.
28-30 min	Check verb position, articles, capital letters, greeting and closing.

Before writing

Ask: Who am I writing to? Is it formal, semi-formal or informal? What is my goal?

During writing

Use simple connectors: weil, deshalb, außerdem, trotzdem. Do not make every sentence long.

After writing

Check if every point is answered. Then check one grammar topic at a time.

Final check

Read your text once as the receiver. Is the message clear and polite?

5. Safe structure for every telc B1 email

Use the same structure again and again. It saves time and makes your text easy to read.

Part	Useful German phrase	Simple purpose
1. Betreff	Termin verschieben / Bitte um Informationen / Beschwerde wegen ...	One short line.
2. Anrede	Liebe Maria, / Sehr geehrte Damen und Herren,	Choose the right tone.
3. Start	Ich schreibe Ihnen, weil ...	Say why you write.
4. Main points	Außerdem ... / Leider ... / Deshalb ...	Answer all Leitpunkte.
5. Solution	Könnten Sie mir bitte ...? / Ich schlage vor, dass ...	Ask or offer something.
6. Closing	Mit freundlichen Grüßen / Viele Grüße	Finish politely.

Safe formula	Situation + reason + details + request/solution + closing. This formula works for many telc B1 Schreiben tasks.

6. Choose the right tone

The task tells you who receives your email. Your tone must match the person. Do not mix informal and formal style.

Receiver	Greeting	Closing	Pronouns
Friend / family	Liebe Anna, / Lieber Paul,	Viele Grüße / Liebe Grüße	du, dein, dich
Office / school / company	Sehr geehrte Damen und Herren,	Mit freundlichen Grüßen	Sie, Ihnen, Ihr
Known person in a formal place	Sehr geehrte Frau Müller,	Mit freundlichen Grüßen	Sie, Ihnen, Ihr
Course teacher (depends on task)	Liebe Frau Müller, or Sehr geehrte Frau Müller,	Viele Grüße or Mit freundlichen Grüßen	Check the situation.

Do not write Hallo to an unknown company. Do not write Mit freundlichen Grüßen to a close friend if the task is clearly informal. Tone is part of communication.

Semi-formal example	Informal example
Sehr geehrte Frau Schneider, ich schreibe Ihnen, weil ich meinen Termin leider verschieben muss.	Liebe Maria, vielen Dank für deine Einladung. Ich komme sehr gern zu deiner Feier.

7. Task type: Beschwerde schreiben

A complaint email should be clear and polite. Explain the problem. Say what happened. Ask for a solution.

Typical situation	Your goal
A product is broken. A course was not good. A room was dirty. A delivery was late.	Show the problem, give details and ask for help, a repair, a new appointment or money back.

Useful Redemittel for a complaint:

Function	German phrase	English meaning
Problem nennen	Leider bin ich mit ... nicht zufrieden.	Unfortunately, I am not satisfied with ...
Grund erklären	Das Problem ist, dass ...	The problem is that ...
Details geben	Außerdem habe ich festgestellt, dass ...	I also noticed that ...
Lösung fordern	Ich bitte Sie um eine schnelle Lösung.	I ask you for a quick solution.
Höflich schließen	Ich freue mich auf Ihre Antwort.	I look forward to your answer.

Tip Stay polite. A complaint is stronger when it is clear, not angry.

8. Model answer: Beschwerde

Read the task and the model answer. Notice the clear order: problem, details, request, closing.

Task 1: Complaint about a language course

Situation: You took a German course. The course room was too small and the teacher changed often. Write to the school office.
Write about: say why you write; explain two problems; say how this affected your learning; ask for a solution

Model answer 1

Task type: Beschwerde

Betreff: Beschwerde wegen meines Deutschkurses

Sehr geehrte Damen und Herren,

ich schreibe Ihnen, weil ich mit meinem Deutschkurs leider nicht zufrieden bin. Der Kursraum ist sehr klein, und oft gibt es nicht genug Platz für alle Teilnehmenden. Außerdem hat der Lehrer in den letzten Wochen mehrmals gewechselt.

Deshalb konnte ich mich nicht gut auf den Unterricht konzentrieren. Ich möchte mich auf die B1-Prüfung vorbereiten und brauche einen festen Kursplan.

Könnten Sie mir bitte eine Lösung anbieten? Vielleicht kann ich in einen anderen Kurs wechseln.

Mit freundlichen Grüßen
Ahmed Kaya

Why it works: It answers all four points, stays polite and asks for a clear solution.

9. Task type: Anfrage schreiben

In an Anfrage, you ask for information. Be polite and specific. Ask clear questions.

Typical situation	Your goal
You ask a school, hotel, office, club or course provider for more information.	Say what you need, ask 2-3 questions and request a reply.

Useful Redemittel for a request:

Function	German phrase	English meaning
Start	Ich interessiere mich für ...	I am interested in ...
Reason	Ich brauche die Informationen, weil ...	I need the information because ...
Question	Könnten Sie mir bitte mitteilen, ob ...?	Could you please tell me whether ...?
More info	Außerdem möchte ich wissen, ...	I would also like to know ...
Closing	Vielen Dank im Voraus.	Thank you in advance.

Train your telc B1 Schreiben with feedback

Start your free demo and train with tasks that feel close to the real exam. You can practise writing and get detailed AI feedback.

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10. Model answer: Anfrage

Task 2: Ask about an intensive German course

Situation: You want to join an intensive B1 course next month. Write to a language school.
Write about: say which course you need; ask about dates and times; ask about the price; ask how to register

Model answer 2

Task type: Anfrage

Betreff: Anfrage zum B1-Intensivkurs

Sehr geehrte Damen und Herren,

ich interessiere mich für einen B1-Intensivkurs im nächsten Monat. Ich bereite mich auf die telc B1-Prüfung vor und möchte regelmäßig üben.

Könnten Sie mir bitte mitteilen, wann der nächste Kurs beginnt und zu welchen Uhrzeiten der Unterricht stattfindet? Außerdem möchte ich wissen, wie viel der Kurs kostet.

Können Sie mir auch erklären, wie ich mich anmelden kann? Gibt es ein Formular auf Ihrer Webseite?

Vielen Dank im Voraus.

Mit freundlichen Grüßen
Sara Demir

Why it works: It asks clear questions and uses polite B1 phrases.

11. Task type: Termin verschieben

For an appointment email, be very clear. Mention the old appointment, explain the reason and suggest a new time.

Typical situation	Your goal
Doctor, office, course, school, job center, interview or repair appointment.	Apologize, explain shortly and offer a realistic new date.

Useful Redemittel for appointments:

Function	German phrase	English meaning
Cancel/shift	Leider kann ich den Termin am ... nicht wahrnehmen.	Unfortunately, I cannot attend the appointment on ...
Reason	Ich muss arbeiten / ich bin krank / mein Kind ist krank.	I have to work / I am ill / my child is ill.
Apology	Das tut mir sehr leid.	I am very sorry.
New date	Wäre ein neuer Termin am ... möglich?	Would a new appointment on ... be possible?
Reply	Bitte geben Sie mir kurz Bescheid.	Please let me know.

Tip

Dates and times must be easy to see. Write them clearly: am Montag, den 12. Mai, um 10 Uhr.

12. Model answer: Termin verschieben

Task 3: Move a doctor appointment

Situation: You have a doctor appointment on Friday morning. You cannot come because you must work. Write to the practice.
Write about: apologize; say which appointment you have; explain the reason; suggest a new appointment

Model answer 3

Task type: Termin verschieben

Betreff: Termin am Freitag verschieben

Sehr geehrte Damen und Herren,

ich habe am Freitag um 9 Uhr einen Termin in Ihrer Praxis. Leider kann ich diesen Termin nicht wahrnehmen, weil ich an diesem Tag arbeiten muss. Das tut mir sehr leid.

Könnten wir den Termin bitte verschieben? Für mich wäre Montag oder Dienstag am Nachmittag möglich. Wenn es bei Ihnen passt, komme ich gern um 15 Uhr.

Bitte geben Sie mir kurz Bescheid, welcher Termin frei ist.

Mit freundlichen Grüßen
Maria Nowak

Why it works: It gives the old appointment, the reason and two new options.

13. Task type: Einladung beantworten

When you answer an invitation, react to the invitation first. Then answer the points: can you come, what will you bring, and do you have a question?

Typical situation	Your goal
Birthday party, dinner, picnic, trip, wedding, school event or class meeting.	Accept or decline politely, give a reason and answer all details.

Useful Redemittel for invitation answers:

Function	German phrase	English meaning
Thank	Vielen Dank für deine Einladung.	Thank you for your invitation.
Accept	Ich komme sehr gern.	I would be very happy to come.
Decline	Leider kann ich nicht kommen, weil ...	Unfortunately, I cannot come because ...
Offer	Ich kann einen Kuchen mitbringen.	I can bring a cake.
Question	Soll ich noch etwas mitbringen?	Should I bring anything else?

Tip If the task is informal, use du. Do not suddenly change to Sie.

14. Model answer: Einladung beantworten

Task 4: Answer a birthday invitation

Situation: Your friend invited you to a birthday party on Saturday evening. Write an answer.
Write about: thank your friend; say if you can come; say what you can bring; ask one question about the party

Model answer 4

Task type: Einladung beantworten

Betreff: Deine Geburtstagsparty

Liebe Julia,

vielen Dank für deine Einladung. Ich komme sehr gern zu deiner Geburtstagsparty am Samstag. Ich freue mich schon, dich und die anderen Freunde zu sehen.

Ich kann einen Salat und Getränke mitbringen. Wenn du möchtest, kann ich auch früher kommen und dir beim Vorbereiten helfen.

Um wie viel Uhr soll ich genau da sein? Und brauchst du noch Teller oder Gläser?

Bis Samstag und viele Grüße
Elif

Why it works: It uses friendly tone, answers all points and asks useful questions.

15. Redemittel bank for telc B1 Schreiben

Learn phrases in groups. Then you can use them quickly during the exam.

Function	Useful phrases
Start the email	Ich schreibe Ihnen, weil ... Vielen Dank für Ihre Nachricht. Danke für deine Einladung.
Give a reason	Ich kann leider nicht kommen, weil ... Der Grund ist, dass ... Leider habe ich an diesem Tag keine Zeit.
Add details	Außerdem ... Ein weiteres Problem ist ... Besonders wichtig ist für mich, dass ...
Ask politely	Könnten Sie mir bitte ...? Wäre es möglich, ...? Ich möchte Sie bitten, ...
Suggest something	Ich schlage vor, dass ... Vielleicht können wir ... Für mich wäre ... möglich.
Close the email	Ich freue mich auf Ihre Antwort. Vielen Dank im Voraus. Viele Grüße / Mit freundlichen Grüßen

Practice idea

Choose five phrases from this page. Write one short email and use them naturally. Do not force every phrase into one text.

16. Useful vocabulary with examples

Vocabulary is easier when you learn it with an example sentence. Use these words for common B1 email topics.

German word	English meaning	Example sentence
die Beschwerde	complaint	Ich schreibe eine Beschwerde wegen des Kurses.
der Termin	appointment	Ich möchte meinen Termin verschieben.
die Anfrage	request	Ich habe eine Anfrage zum Deutschkurs.
die Anmeldung	registration	Wie kann ich die Anmeldung abschicken?
die Rechnung	invoice / bill	Leider ist die Rechnung falsch.
die Lieferung	delivery	Die Lieferung ist zu spät angekommen.
die Rückmeldung	reply / feedback	Ich bitte um eine kurze Rückmeldung.
die Einladung	invitation	Vielen Dank für deine Einladung.
verschieben	to move / postpone	Können wir den Termin verschieben?
stornieren	to cancel	Ich möchte die Buchung stornieren.
mitbringen	to bring	Ich kann Getränke mitbringen.
teilnehmen	to take part	Ich möchte am Kurs teilnehmen.

17. Grammar patterns that help your email

You do not need very difficult grammar. You need a few patterns that are correct and useful.

Pattern	Simple explanation	German example
weil + verb at the end	Use it for a reason.	Ich kann nicht kommen, weil ich arbeiten muss.
dass + verb at the end	Use it after sagen, hoffen, bitten.	Ich hoffe, dass ein neuer Termin möglich ist.
Könnten Sie ...?	Polite request.	Könnten Sie mir bitte antworten?
Ich möchte ...	Clear wish or request.	Ich möchte mich für den Kurs anmelden.
deshalb + verb second	Use for result.	Deshalb brauche ich einen neuen Termin.
wenn + verb at the end	Use for condition.	Wenn es möglich ist, komme ich am Montag.

Common word order mistake:

Wrong	Correct
Ich kann nicht kommen, weil ich muss arbeiten.	Ich kann nicht kommen, weil ich arbeiten muss.

Wrong	Correct
Deshalb ich brauche einen neuen Termin.	Deshalb brauche ich einen neuen Termin.

18. Mistakes that cost points

These mistakes are common in telc B1 Brief schreiben practice. Fixing them can make your email much stronger.

Mistake	What happens	Better action
Missing Leitpunkt	You answer only 2 or 3 points.	Mark all four points before writing.
Wrong register	You mix du and Sie.	Choose one form and keep it until the end.
No clear reason	You ask for something but do not explain why.	Add one weil or dass sentence.
Too many long sentences	The text becomes confusing.	Use short B1 sentences.
Weak closing	The email ends suddenly.	Add a request and a polite closing.
Word order errors	Verb is in the wrong place.	Check weil, dass, deshalb and modal verbs.
No dates/times	Appointment details are unclear.	Write date and time clearly.
Copied phrases only	The text does not match the task.	Use phrases, but adapt them to the situation.

Train your telc B1 Schreiben with feedback

Practice on Test German and see exactly what to improve: grammar, word order, clarity, task completion and exam confidence.

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19. 15 telc-style practice tasks

Write each answer in about 30 minutes. Use four clear paragraphs if this helps you.

Task 1: Complaint about a hotel room

Situation: You stayed in a hotel. The room was noisy and the bathroom was not clean. Write to the hotel.
Write about: say when you stayed there; describe two problems; say how you felt; ask for a solution

Task 2: Ask about a German course

Situation: You want to join a B1 evening course. Write to a language school.
Write about: say what course you need; ask about times; ask about price; ask how to register

Task 3: Move an office appointment

Situation: You have an appointment at the Bürgeramt. You cannot come.
Write about: apologize; say which appointment; explain why; suggest two new times

Task 4: Answer a dinner invitation

Situation: A friend invites you to dinner on Friday.
Write about: thank your friend; say if you can come; offer to bring something; ask about the time

Task 5: Complaint about online order

Situation: You ordered a bag online. The wrong color arrived.
Write about: say what you ordered; describe the mistake; say what you want; ask for a fast answer

Task 6: Ask about an apartment viewing

Situation: You saw an apartment online. Write to the landlord.
Write about: say why you write; ask about rent and rooms; ask for a viewing appointment; give your contact details

20. More telc-style practice tasks

Task 7: Move a language exam date

Situation: You registered for a practice exam. You are sick.
Write about: say which exam date; explain the reason; ask for a new date; ask if there is a fee

Task 8: Answer a class trip invitation

Situation: Your German course plans a museum trip.
Write about: thank the organizer; say if you can join; ask about the meeting point; ask what you should bring

Task 9: Complaint about a course app

Situation: You paid for an app, but your login does not work.
Write about: say when you paid; describe the login problem; explain why you need the app; ask for help

Task 10: Ask about childcare during a course

Situation: You want to join an integration course, but you need childcare.
Write about: say which course you want; explain your situation; ask if childcare is possible; ask about the cost

Task 11: Cancel a sports club membership

Situation: You moved to another city and cannot go to the sports club.
Write about: say who you are; explain the reason; ask to cancel; ask for confirmation

Task 12: Invitation to a study group

Situation: Invite a friend to study for the B1 writing exam.
Write about: say why you want to study; suggest a place; suggest a time; say what you will practice

21. Final telc-style practice tasks

Task 13: Ask for information about a job course

Situation: You want a German course for work. Write to a training center.
Write about: say your goal; ask about course content; ask about online options; ask about registration

Task 14: Complaint about a repair

Situation: A repair company fixed your washing machine, but it is broken again.
Write about: say when the repair happened; describe the problem now; ask for another appointment; ask about the cost

Task 15: Answer an invitation but decline

Situation: Your friend invites you to a picnic. You cannot come.
Write about: thank your friend; say you cannot come; explain why; suggest another meeting

How to use these tasks	Do not read the model answers first. Write your own answer, check it, and then compare. This helps you learn actively.

22. Model answers 5-6

These examples are short and clear. Use them to learn structure. Do not copy them word for word in a real exam.

Model answer 5

Task type: Beschwerde: wrong delivery

Betreff: Falsche Lieferung

Sehr geehrte Damen und Herren,

ich habe letzte Woche eine schwarze Tasche in Ihrem Online-Shop bestellt. Gestern ist die Lieferung angekommen, aber leider habe ich eine rote Tasche bekommen.

Ich brauche die Tasche für meine Arbeit und möchte sie schnell benutzen. Deshalb bitte ich Sie, mir die richtige Tasche zu schicken. Können Sie mir auch sagen, wie ich die falsche Tasche zurücksenden soll?

Ich freue mich auf Ihre schnelle Antwort.

Mit freundlichen Grüßen
Nina Becker

Why it works: Clear product details, problem, reason and request.

Model answer 6

Task type: Anfrage: apartment viewing

Betreff: Wohnungsbesichtigung

Sehr geehrter Herr Müller,

ich habe Ihre Anzeige für die Wohnung in der Bahnhofstraße gelesen. Die Wohnung interessiert mich sehr, weil sie in der Nähe meiner Arbeit liegt.

Könnten Sie mir bitte mitteilen, wie hoch die Warmmiete ist und wie viele Zimmer die Wohnung hat? Außerdem möchte ich gern einen Termin für eine Besichtigung vereinbaren.

Sie können mich per E-Mail oder telefonisch unter 0176 123456 erreichen.

Mit freundlichen Grüßen
Omar Haddad

Why it works: It asks for key information and gives contact details.

23. Model answers 7-8

Model answer 7

Task type: Termin verschieben: practice exam

Betreff: Termin für die Probeprüfung

Sehr geehrte Damen und Herren,

ich bin für die B1-Probeprüfung am 15. Juni angemeldet. Leider bin ich krank und kann an diesem Tag nicht teilnehmen. Das tut mir sehr leid.

Könnten Sie meinen Termin bitte verschieben? Für mich wäre ein Termin in der nächsten Woche möglich. Bitte teilen Sie mir auch mit, ob ich dafür eine Gebühr bezahlen muss.

Vielen Dank für Ihre Hilfe.

Mit freundlichen Grüßen
Lina Yilmaz

Why it works: It gives date, reason, new period and asks about fee.

Model answer 8

Task type: Einladung beantworten: decline politely

Betreff: Picknick am Sonntag

Liebe Ana,

vielen Dank für deine Einladung zum Picknick. Leider kann ich am Sonntag nicht kommen, weil meine Schwester zu Besuch ist. Ich hoffe, du bist nicht böse.

Ich würde dich aber gern nächste Woche treffen. Vielleicht können wir zusammen Kaffee trinken und für die Deutschprüfung lernen.

Ich wünsche euch viel Spaß beim Picknick.

Liebe Grüße
Marta

Why it works: It declines politely, gives a reason and suggests another meeting.

Train your telc B1 Schreiben with feedback

On Test German, you can practise more exam-style tasks, get instant AI feedback, and improve your answer before the real exam.

Start your free demo: https://app.testgerman.de/auth/signup

24. Before you finish: writing checklist

Use this checklist in every practice session. It trains your exam routine.

Check area	Question
Task	I answered all four Leitpunkte.
Tone	I used either du or Sie. I did not mix them.
Structure	I wrote greeting, purpose, main points, request/solution and closing.
Clarity	The receiver understands the problem or request quickly.
Connectors	I used simple connectors like weil, deshalb, außerdem or trotzdem.
Verb position	I checked weil/dass sentences and modal verbs.
Details	Dates, times, names, course or order details are clear.
Ending	I asked for a reply or gave the next step.
Spelling	I checked capital letters, umlauts, ß and punctuation.
Length	My text is not too short and not too complicated.

Best habit	After every writing task, choose only three mistakes to fix. This makes improvement easier and less stressful.

25. 14-day telc B1 Schreiben practice plan

This plan is simple. It helps you repeat the most important task types without stress.

Day	Practice focus
Day 1	Read this guide. Learn the safe email structure.
Day 2	Write one Beschwerde. Check all four Leitpunkte.
Day 3	Rewrite the same Beschwerde with fewer mistakes.
Day 4	Write one Anfrage. Use at least three polite questions.
Day 5	Learn 10 useful Redemittel and write short examples.
Day 6	Write one Termin verschieben email. Add dates and times.
Day 7	Review your week. List your 5 most common mistakes.
Day 8	Write one invitation answer. Focus on correct du/Sie form.
Day 9	Practise weil, dass, deshalb and modal verbs.
Day 10	Write two short emails in 30 minutes each.
Day 11	Compare your answers with model answers. Improve structure.
Day 12	Do one full timed task without notes.
Day 13	Check grammar and rewrite weak sentences.
Day 14	Do a final timed task and use the checklist.

Train your telc B1 Schreiben with feedback

Make the plan easier with Test German: choose your level, practise in exam format, and get instant feedback for Writing and Speaking.

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26. Continue with Test German

You now have the structure, phrases, tasks and model answers. The next step is practice. Real improvement comes when you write, get feedback and rewrite.

Practice in exam format Train with tasks that feel close to real German exam situations.	**Choose your level** Work step by step from A1 to B1 and focus on your exam goal.
Get instant AI feedback Improve grammar, word order, clarity, task completion, fluency and pronunciation.	**Build confidence** Repeat practice until the exam format feels familiar and less stressful.

Train your telc B1 Schreiben with feedback	Practice with real exam-style tasks on Test German and see exactly what to improve before your exam. Start your free demo today and train smarter. Start your free demo: https://app.testgerman.de/auth/signup

Accuracy note

This guide gives preparation advice. It is not an official telc document. Exam rules, timing and scoring can change. For official and current information, check the exam provider and your exam center.

Official reference checked: telc Deutsch B1/Zertifikat Deutsch Übungstest 1 from telc. It lists the writing task as an informal or semi-formal email with four Leitpunkte and 30 minutes. It also shows the writing evaluation criteria: Aufgabenbewältigung, Kommunikative Gestaltung and Formale Richtigkeit.

Website: https://www.testgerman.de/
Start free demo: https://app.testgerman.de/auth/signup

27. Self-check quiz: test your telc B1 writing

Before you look at the answer key, answer these questions on your own. The goal is not difficult grammar - it is safe exam decisions.

1. Register

You write to an unknown language school. Which greeting is safest?
A) Hallo! B) Liebe Schule, C) Sehr geehrte Damen und Herren,

2. Leitpunkte

Your task has four Leitpunkte. You answer three very well but forget one. What is the main problem?
A) Task completion B) Handwriting C) Vocabulary length

3. Word order

Choose the correct sentence:
A) Ich kann nicht kommen, weil ich muss arbeiten.
B) Ich kann nicht kommen, weil ich arbeiten muss.

4. Polite request

Which phrase fits a formal email best?
A) Schick mir bitte einen Termin. B) Könnten Sie mir bitte einen neuen Termin anbieten?

5. Connector

Complete: „Der Kurs beginnt sehr früh. _____ kann ich nicht teilnehmen."
A) Deshalb B) Weil C) Dass

6. Tone check

Find the problem: „Sehr geehrte Frau Müller, kannst du mir bitte antworten? Mit freundlichen Grüßen"

7. Planning

Before writing, what four things should you mark? Write them in short words.

8. Mini writing

Write one B1 sentence that gives a reason and one sentence that asks for a solution.

Want more practice? Continue with full exam-style tasks and instant feedback on Test German.

28. Quiz answer key + quick explanations

Check the decision first, then read the reason. If you missed an item, rewrite one example sentence.

1. C

Use Sehr geehrte Damen und Herren, when the receiver is an unknown company, school or office.

2. A

Missing a Leitpunkt weakens task completion, even when the German is otherwise good.

3. B

After weil, the conjugated verb goes to the end: weil ich arbeiten muss.

4. B

Könnten Sie ...? is a safe polite request for formal and semi-formal B1 emails.

5. A

Deshalb introduces a result and keeps the verb in position 2: Deshalb kann ich ...

6. Register mix

The greeting and closing are formal, but du/kannst is informal. Keep Sie/Ihnen/Ihr throughout.

7. Safe planning

Mark: situation - receiver/tone - goal - four Leitpunkte.

8. Example

Reason: Ich kann am Freitag nicht kommen, weil ich arbeiten muss.
Request: Könnten Sie mir bitte einen neuen Termin anbieten?

Next step: Do a timed task on Test German and compare your result with the feedback.

29. Skeleton answers for Tasks 9-11

These are not full model answers. Use them as a planning bridge: turn each bullet into one or two clear B1 sentences.

Task 9 - Complaint about a course app

- Betreff: Problem mit meinem Zugang
- Paid on: exact day/week + product/course name
- Problem: login does not work; mention error or failed password reset
- Why it matters: you need the app for your B1 preparation
- Request: activate account / send new login / reply quickly
- Closing: Ich freue mich auf Ihre schnelle Rückmeldung.

Task 10 - Ask about childcare during a course

- Betreff: Kinderbetreuung während des Integrationskurses
- Name the course and desired start date
- Explain: you have a child and no regular childcare
- Ask if childcare is available during class times
- Ask about cost, registration and available places
- Closing: Vielen Dank im Voraus.

Task 11 - Cancel a sports club membership

- Betreff: Kündigung meiner Mitgliedschaft
- Introduce yourself + membership number if known
- Reason: move to another city
- Request cancellation at the next possible date
- Ask for written confirmation and final payment date
- Closing: Mit freundlichen Grüßen

Practice rule

First write from the skeleton without copying phrases word for word. Then compare your structure with the checklist on page 26.

30. Skeleton answers for Tasks 12-15

Use the same safe structure: opening - Leitpunkte - request/next step - suitable closing.

Task 12 - Invitation to a study group

- Explain why: prepare for the B1 writing exam together
- Place: library / café / your home
- Time: give a clear day and hour
- Practice plan: one timed email + correction + Redemittel
- Ask if the friend is available

Task 13 - Information about a job course

- Goal: improve German for work / a specific profession
- Ask about course content and level
- Ask whether online participation is possible
- Ask about start date, registration and required documents
- Thank the training center for the information

Task 14 - Complaint about a repair

- State when the repair took place
- Explain: washing machine is broken again; describe the same/new fault
- Mention inconvenience: cannot wash clothes / urgent need
- Request a new appointment soon
- Ask clearly whether the second repair will cost anything

Task 15 - Decline a picnic invitation

- Thank your friend warmly
- Say clearly that you cannot come
- Give a short believable reason
- Suggest another meeting with day/activity
- Wish the group a good picnic

Need a full correction? Write one of these tasks on Test German and get instant feedback on grammar, word order, clarity and task completion.

31. Important format note: telc B1 vs. Goethe / ÖSD B1

This guide is specifically built around Zertifikat Deutsch / telc Deutsch B1. Do not mix writing formats from different B1 exams.

Exam	Writing format to remember
telc Deutsch B1	The current official telc page lists one Schreiben part with 30 minutes. This guide therefore focuses on the email task.
Goethe-Zertifikat B1	The official Goethe B1 model writing module contains three tasks: emails in Tasks 1 and 3, and a Diskussionsbeitrag in Task 2.
ÖSD Zertifikat B1	The official ÖSD B1 page describes an informal email, a personal opinion text and a short formal apology in the writing module.

Official source links

telc - Zertifikat Deutsch / telc Deutsch B1
https://www.telc.net/sprachpruefungen/deutsch/zertifikat-deutsch-telc-deutsch-b1/

Goethe-Institut - Goethe-Zertifikat B1 Übungsmaterialien
https://www.goethe.de/ins/de/de/prf/prf/gzb1/ueb.html

ÖSD - ÖSD Zertifikat B1 (ZB1)
https://osd.at/portfolio-item/osd-zertifikat-b1-zb1/

Why this note matters: Learners who previously prepared for Goethe or ÖSD may remember a discussion/opinion task. That does not mean it belongs to the telc B1 email format used in this guide. Always prepare for the exact provider and exam version you registered for.

32. Challenge scenario: a stronger complaint

A difficult situation still needs a calm, clear B1 tone. Strong does not mean rude.

Task: Repeated repair problem

Situation: A repair company repaired your washing machine last week. Two days later, the same problem returned. You already called once but received no answer. You need the machine urgently.

Write about

- when the first repair happened
- what is wrong now
- that you already tried to contact the company
- what solution you expect and by when

Challenge model

Betreff: Erneutes Problem nach der Reparatur

Sehr geehrte Damen und Herren,

am vergangenen Montag wurde meine Waschmaschine von Ihrem Mitarbeiter repariert. Leider funktioniert sie seit Mittwoch wieder nicht. Es handelt sich um dasselbe Problem wie vor der Reparatur.

Ich habe gestern bereits bei Ihnen angerufen, aber bisher keine Rückmeldung erhalten. Da ich die Waschmaschine dringend brauche, bitte ich Sie um einen neuen Reparaturtermin in den nächsten Tagen.

Bitte teilen Sie mir auch mit, ob für die erneute Reparatur Kosten entstehen. Ich hoffe auf eine schnelle Lösung und freue mich auf Ihre Antwort.

Mit freundlichen Grüßen
Murat Aydin

Why it works

The message is firm but polite. It gives a timeline, explains the repeated problem, mentions the failed contact attempt, asks for a concrete next step and clarifies the possible cost.

Try a harder scenario yourself: Continue with more exam-style writing tasks on Test German.