

Templates

— PTE Academic & Core Respond to a Situation —

How To Use The Template?

Listen to and read a description of a situation. You will have 10/20 seconds to think about your answer. Then you will hear a beep. You will have 40 seconds to answer the question. Please answer as completely as you can.

Template:

Introduction: Hi / Hi _____,

Body: Can we talk for a moment?

The first sentence of the question will be converted to the first person (i.e; I or We).

The second sentence of the question will be converted to the first person (i.e; I or We).

Could you please help me out / think about it?

I would really appreciate it.

Conclusion: Thanks for understanding!

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Step 1: Identify the key parts of the question (1st sentence, 2nd sentence).

Question:

You received a defective product from an online store (1st sentence) and want to request a replacement (2nd sentence). What would you write to customer service?

Step 2: Fill up the blanks with the appropriate name.

Step 3: Convert the 1st sentence to the first person. Example: I received a defective product from your online store.

Step 4: Convert the 2nd sentence to the first person. Example: I want to request a replacement.

Step 5: Most probably, you don't need to change the last 3 sentences of the template.

****Full Tips & Tricks Link:** <https://onepte.com/blog/pte-academic-and-core-respond-to-a-situation-template/>