

EPLE EE

TRAIL 2

FORMAL TEXTS

PREPARATION FOR THE BRAZILIAN
ARMY LANGUAGE PROFICIENCY
EXAMINATION



FORMAL EMAIL

Write with clarity
and professionalism



FORMAL LETTER

Official communication
that is effective and objective



REPORT

Inform with precision
and organization



ARTICLE

Present ideas with
argumentation and cohesion



STRATEGIC FOCUS

CLEAR, PRECISE
AND PROFESSIONAL
COMMUNICATION



Prof. Zoraia Benvenuti

26 YEARS TRANSFORMING LIVES
THROUGH KNOWLEDGE

PART OF THE EPLE EE TRILOGY



TRAIL 1

English Language
Fundamentals



TRAIL 2

Formal Texts

YOU ARE HERE



TRAIL 3

Advanced Textual
Production



EXAM FOCUS

Prepared for the
EPLE EE standard



PROFESSIONAL LANGUAGE

Vocabulary tailored
to the military context



SOLID STRUCTURE

Organization and cohesion
that ensure a high score



HIGH PERFORMANCE IN EPLE EE

Strategy, practice and
excellence in every text

EPL E

WRITTEN EXPRESSION

PATH 2 - LEVEL 2

FORMAL TEXTS

Master formal written communication
in English and achieve your
professional and academic goals!

4 Trails: Formal Email | Formal Letter | Report | Article

Prof. Zoraia Benvenuti

WHAT IS THE EPLE EE?

The EPLE EE (Exame de Proficiencia Linguistica do Exercito - Expressao Escrita) is the Brazilian Army's official English Language Proficiency Exam for Written Expression.

It evaluates the candidate's ability to produce written texts in English across different genres and proficiency levels.

The exam assesses:

- Clarity of expression
- Cohesion and coherence
- Grammatical accuracy
- Vocabulary range and appropriacy
- Task fulfillment and adequacy

TEXT GENRES ASSESSED:

- Steps and instructions
- Informal messages and emails
- Formal emails and letters
- Memos and short reports
- Reports and narratives
- Essays and articles

This e-book focuses on Level 2: Formal Texts

ABOUT BENVENUTI

Benvenuti Curso de Idiomas e Mentoria Profissional is more than a language school. We connect language learning with career development, helping professionals achieve real progress.

Our approach combines:

- The Benvenuti Method - structured, goal-oriented learning
- Professional Mentoring - guidance beyond the classroom
- Exclusive Materials - designed for real exam preparation
- Continuous Monitoring - tracking progress at every step

Our mission is to make language mastery accessible, practical, and strategic for every student who trusts us with their journey.

From the first class to exam approval and career progression - we are with you every step of the way.

"Languages that open doors,
mentoring that accelerates paths."

WHO IS ZORAIA BENVENUTI?

Zoraia Benvenuti is a language teacher, professional mentor, and the founder of Benvenuti Curso de Idiomas e Mentoria Profissional.

With extensive experience in English proficiency exam preparation (TOEFL iBT and EPLE EE), she developed the Benvenuti Method to help students achieve measurable results.

Her approach is built on:

- Structured, goal-oriented teaching
- Clear explanations aligned with exam criteria
- Practical strategies for real-world application
- Continuous feedback and progress tracking
- Exclusive materials designed for each proficiency level

As a Knowledge Builder, Zoraia transforms complex content into clear, accessible learning paths that guide students from their first steps to exam success and career advancement.

"Learn with purpose. Grow with confidence."

BENVENUTI METHODOLOGY

The Benvenuti Methodology is a structured, results-oriented teaching system designed to guide students from basic communication to professional-level English writing.

It is built on five pillars:

1. Trail-based structure - progressive learning paths
2. Results-oriented focus - measurable outcomes
3. Exclusive materials - designed for real exams
4. Objective feedback - clear, actionable guidance
5. Real-world application - skills beyond the exam

Each Trail is carefully designed to develop specific competencies, building confidence and precision at every level.

The methodology ensures that every student progresses with clarity, purpose, and consistent support.

"Structure creates freedom. Method creates results."

THE BENVENUTI METHOD

The Benvenuti Method is a comprehensive approach to English writing mastery, developed over 26 years of teaching experience.

It was designed to help students develop clarity, confidence, and strategy in their written communication.

The method follows a six-step learning process:

1. Understand - grasp the text genre and its purpose
2. Learn - study structure, vocabulary, and conventions
3. Observe - analyze annotated examples
4. Practice - write guided and free exercises
5. Review - receive feedback and self-correct
6. Evolve - apply skills to new contexts

"Step by step, word by word, success is built."

HOW THE BENVENUTI METHOD WORKS

The method guides you through three proficiency levels, each with progressive Trails that build on previous knowledge:

Level 1 - Elementary:

Simple texts, steps, informal messages

Level 2 - Intermediate:

Formal emails, letters, reports, articles

Level 3 - Advanced:

Detailed reports, narratives, essays

At each level, you follow the six steps:

Understand > Learn > Observe > Practice > Review >
Evolve

This structured progression ensures you develop skills gradually, with confidence and consistency at every stage.

THE BENVENUTI METHOD DIFFERENCE

What makes the Benvenuti Method unique:

- Clear explanations aligned with exam criteria
- Gradual progression from simple to complex
- Annotated examples for every text genre
- Error prevention strategies
- Exam-aligned practice exercises
- Real-world application beyond the test
- Continuous feedback and self-assessment
- Goal-oriented preparation

Our mission:

To develop professionals who communicate in English with clarity, confidence, and precision.

"Learn . Practice . Evolve . Pass."

WHAT IS THIS E-BOOK FOR?

This e-book is a complete preparation guide for the EPLE EE exam, specifically designed for Level 2: Formal Texts.

Here you will find:

- Clear explanations of each formal text genre
- Structure and formatting guidelines
- Useful vocabulary and expressions
- Annotated sample texts
- Teacher's tips and exam strategies
- Checklists for self-assessment
- Practice exercises

This material covers four essential formal text genres: Formal Email, Formal Letter, Report, and Article - everything you need to master Level 2 of the EPLE EE.

"Your guide to formal writing excellence."

HOW TO USE THIS MATERIAL

Follow these guidelines to get the most from this e-book:

1. Follow the Trails in order - each one builds on the previous
 2. Read the theory carefully before looking at examples
 3. Study the annotated sample texts - they show you exactly what is expected
 4. Practice writing your own texts using the structures provided
 5. Use the checklists to review your work before submission
 6. Pay attention to Teacher's Tips - they highlight common mistakes
 7. Respect your own pace - consistency matters more than speed
- "Consistent effort builds lasting results."

CONTENT ORGANIZATION

This e-book is organized in progressive Trails within Path 2 - Formal Texts (Level 2 - Intermediate):

Trail 2.1 - Formal Email

Professional email writing for workplace communication

Trail 2.2 - Formal Letter

Official correspondence with proper formatting

Trail 2.3 - Report

Structured reporting for professional contexts

Trail 2.4 - Article

Formal article writing with clear argumentation
Each Trail follows the Benvenuti Method:

Understand > Learn > Observe > Practice > Review >
Evolve

Next: Trail 2.1 - Formal Email

"From structure to mastery - one Trail at a time."

TRAIL 2.1

FORMAL EMAIL

Learn how to write professional emails with clarity, structure, and appropriate tone for workplace and institutional communication.

"Clear communication opens doors."