

A fountain pen with a dark barrel and a silver-colored nib is positioned diagonally across a piece of paper. The paper has some faint, illegible handwriting in cursive. The background is dark and out of focus.

Writing task 1

letters

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Session 1

Task achievement

- Answer all the bullet points (mainly in order)
- Present a logical story (a story that is understandable to everyone).
- Pick the right tone: formal, semiformal, informal.
- present a clear purpose at the beginning and in the end.
- Make sure your opening and closing phrase are appropriate.



Types of a letter

formal	semiformal	Informal
Dear Sir or Madam, Dear Mr. Hopkins,	Dear Sam,	Dear Beckka,
Yours faithfully, Yours sincerely/ sincerely yours/ Yours/ sincerely,	Best Wishes,	Best Wishes, Love, Lots of love.



Formal topics

A museum near your home is looking for people to do part-time voluntary/unpaid work. You would like to do some voluntary/unpaid work at the museum.

Write a letter to the museum director to apply for the voluntary/unpaid work.

In your letter,

- explain why you want to do voluntary/unpaid work at the museum
- describe some skills and qualities you have that would be useful
- give details of when you would be available for work



Semi-formal topics

You and your family are living in rented accommodation in an English-speaking country. You are not satisfied with the condition of some of the furniture.

Write a letter to the landlord. In your letter

- introduce yourself
- explain what is wrong with the furniture
- say what action you would like the landlord to take



Informal topics

A friend of yours is thinking about applying for the same course that you did at university. He/she has asked for your advice about studying this subject.

Write a letter to your friend. In your letter,

- give details of the course you took at the university.
- explain why you recommend the university.
- give some advice about how to apply.



Coherence and Cohesion

- Logically organizes information and ideas.
- There is a clear progression throughout.
- Uses a range of cohesive devices appropriately (there is some over/under use).



CC explained

Logically organizes information and ideas.	Each bullet point in a separate paragraph. The story flows well, without confusing/conflicting points.
There is a clear progression throughout.	There is a clear request at the end of the letter; Or the beginning and final lines show why the letter was written.
The range of cohesive devices is appropriate.	Uses a range of connectives (however, but, etc.); Also connects ideas inside some sentences using although, because etc.



Vocabulary and Grammar

Vocabulary Lexical Resources	Grammar Grammatical range and accuracy
<p>Uses a sufficient range of vocabulary to allow some flexibility and precision.</p> <p>Uses less common lexical items with some awareness of style and collocation</p> <p>may produce occasional errors in word choice, spelling and/or word formation</p>	<p>uses a variety of complex structures (uses when, while, relative clauses, reduced relative clauses)</p> <p>produces frequent error-free sentences</p> <p>has good control of grammar and punctuation (try to use</p>



A sample

- You are living in a University residence, and you have a problem with the high levels of noise from a new campus restaurant which is open late at night.

Write a letter to the governor of the University.

In your letter,

- Complain about the situation
- Say why this is a problem
- And propose ways to reduce the noise

Begin your letter 'Dear -----'

Do not write any addresses

Write at least 150 words



Dear Mr. Smith,

I am writing regarding the amount of noise coming from the new canteen which has just opened near my University residence. Although I am pleased that we have this facility, the restaurant remains open up to midnight each night, and as a result there is considerable talking, shouting and the sound of motorbikes continuing until about 12.30 each night.

This causes me and my neighbours in the residence a serious problem, because at that time we are either trying to sleep, or in some cases trying to study in our bedrooms. In both cases, the noise and commotion disturbs us, making us tired in the mornings or affecting the progress of our studies. I am sure you will appreciate that this is a very worrying situation for us all.

I would like to suggest that the campus authorities restrict the canteen's opening to 11pm at the latest on weekdays, leaving it at midnight during the weekend. I propose that we also put up some signs reminding users to be considerate and to keep their noise to an absolute minimum. These are simple steps which would make us all very grateful indeed.

Thank you for your attention to this important matter.

Kind Regards,

Claudia Maggioni



