



OVERALL BAND SCORE **6.5** **7+7+6+6**

[SEE BELOW C&C LR GRA](#)

[MODEL](#)

WRITING TASK 1

You should spend about 20 minutes on this task.

You saw an advert in the newspaper asking for volunteers to help run a charity event.

Write a letter of application to the organisers. In your letter:

- *explain why you are interested in helping*
- *give details suitable past experience*
- *suggest ways you might help with the event*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir/Madam

**Your answer**

Dear Sir / Madam,

In response to the advert seeking helpers running a charity event for the Alzheimer's disease, I am writing to apply for a volunteer job about the activity.

I know the plight this disease brought to the patients and their family as my father is also suffering from it. I would like to do my part to help them getting through all those hurdles. Seeing them having a normal and joyful life would be a great moment for me.

I had participated in several events for patient with Alzheimer's disease before. In those events, I not only played games with them that help to recognise things in surrounding environment, but also talked to them sincerely. In fact, a good conversation with patients already a pleasant experience to them.

I will prepare some card games for them to enjoy and improve their memory. Also, I can share my experience for handling patient with patients' family members. Finally, I am going to chat with those suffering with Alzheimer's disease.

I would be grateful if I am given the chance to participate in the charity event. Thank you very much for your attention.

Yours Faithfully,

Qwer



OVERALL BAND SCORE 6.5 7+7+6+6

TA – Task Achievement nb – GRA and LR errors have not been corrected

Band score 7

The tone is appropriate for a letter like this, although a strict examiner could penalise you for the incorrect tenses in bullet 3.

- (General Training) presents a clear purpose, with the tone consistent and appropriate

Band score 7 TA

There is a clear purpose.

You covered bullets sufficiently for a 7 for TA.

- covers the requirements of the task

Band score 7 TA

- clearly presents and highlights key features/bullet points but could be more fully extended

Band score 7 TA

ADVICE ON BRAINSTORMING FOR GENERAL TRAINING TASK 1

As you're planning and writing your answer, **remember to constantly ask yourself if you're answering the question.** Check back to the question a few times as you think of ideas to make sure they're directly relevant. Your goal should be to make it easy for the examiner to give you a high score

- Make sure your first paragraph states the purpose, eg *I am writing to inform you about [...]* If you're writing to complain, or to ask a favour, or to inform somebody about some news or



information, mention this in the first paragraph. eg *I'm writing to inform you of my decision to resign from my position as [...]*

- Make sure you've answered each of the bullet points, and put them in separate paragraphs. Make sure you answer all the bullets directly, and do not give the examiner any chance of saying you covered them inadequately. Ask yourself whether it's possible that a strict examiner could think you've not answered the question, or one aspect of the question.
- Be especially careful if you've answered similar question before; there will always be important differences.

Dear Sir / Madam,

In response to the advert seeking helpers running a charity event for the Alzheimer's disease, I am writing to apply for a volunteer job about the activity.

Commented [TG1]: careless

Commented [TG2]: clear purpose

I know the plight this disease brought to the patients and their family as my father is also suffering from it. I would like to do my part to help them getting through all those hurdles. Seeing them having a normal and joyful life would be a great moment for me.

Commented [TG3]: Bullet 1 covered - it's good to make it personal by mentioning your family/father

I had participated in several events for patient with Alzheimer's disease before. In those events, I not only played games with them that help to recognised things in surrounding environment, but also talked to them sincerely. In fact, a good conversation with patients already a pleasant experience to them.

Commented [TG4]: Bullet 2 covered

I will prepare some card games for them to enjoy and improve their memory. Also, I can share my experience for handling patient with patients' family members. Finally, I am going to chat with those suffering with Alzheimer's disease.

Commented [TG5]: Bullet 3 covered, the use of the future simple and *going to* is a distraction; they assume you've been accepted already, which you haven't

I would be grateful if I am given the chance to participate in the charity event. Thank you very much for your attention.



Yours Faithfully,

Qwer

C&C - Cohesion and Coherence nb GRA and LR errors have not been corrected

Band score 7

The organisation is logical, and there is clear progression throughout. You could use more signposting to indicate your organisation.

Cohesive devices is generally good. Look for more opportunities to extend and link sentences as many of yours are relatively short and simple.

- uses a range of cohesive devices appropriately although there may be some under-/over-use

Band score 7 C&C

- logically organises information and ideas; there is clear progression throughout

Band score 7 C&C

PARAGRAPHING FOR GENERAL TRAINING WRITING TASK 1

In a GT letter, I recommend that your first paragraph state the purpose of your letter, and there should be 3 other main body paragraphs, as indicated below. That's 4 main paragraphs altogether, plus a final one for a closing remark, like *I look forward to hearing from you*.

Even if you're writing to a friend, make it easy for the examiner to see the purpose with a sentence like *I'm writing to let you know that [...] and that [...]*. To be sure of getting a 7 or higher for TA, you should mention one or of the bullet points, depending on the question.



Write one paragraph per bullet point, and organise them in the same sequence as the bullets in the question. Write around 40 words for each. If you just minimally cover one of the bullets, you cannot assume that it's ok just to write extra for the others. You need to fully cover them all to get a high score. Note that it's ok to have relatively short paragraphs in Task 1. It is only in Task 2 that you need topic sentences and supporting ideas.

There must also be a closing formula, like *Many thanks*, and you **must sign your name**.

THE FOLLOWING ARE CORRECT SIGNPOSTING PHRASES FOR GENERAL TRAINING WRITING TASK 1	
Phrase	Example
As far as [...] is concerned,	As far as my experience is concerned,
With regard to [...] ,	With regard to my wallet,
As for [...] ,	As for the reason why I can't make it, [...]
Regarding [...],	Regarding my idea, [...]

Dear Sir / Madam,

In response to the advert seeking helpers **running ta charity evet** for the Alzheimer's disease, I am writing to apply for a volunteer job about the activity.

Commented [TG6]: See LR

The reason I'm keen on volunteering is that I know the plight this disease brought to the patients and their family **as** my father is also suffering from it. I would like to do my part to help them ~~getting~~ **get** through all

Commented [TG7]: Use signposting to show your organisation, and to introduce the idea

Commented [TG8]: Good



those hurdles. Seeing them having a normal and joyful life would be a great moment for me.

I had participated in several events for patient with Alzheimer's disease before. In those events, I not only played games with them, ~~that~~ which help to recognised things in surrounding environment, but also talked to them sincerely. In fact, having a good conversation with patients is already a pleasant experience to them.

As for what I could do, I will prepare some card games for them to enjoy and improve their memory. Also, I can share my experience for handling patient with patents' family members. Finally, I am going to chat with those suffering with Alzheimer's disease.

I would be grateful if I am given the chance to participate in ~~the charity~~ this event. Thank you very much for your attention.

Yours Faithfully,

Qwer

Commented [TG9]: good

Commented [TG10]: read about restrictive clauses [here](#)

Commented [TG11]: good

Commented [TG12]: signposting

Commented [TG13]: see GRA for corrections of tenses in this paragraph

Commented [TG14]: good

Commented [TG15]: good

Commented [TG16]: avoid unnecessary repetition

**LR- - Lexical resource nb Some GRA errors have not been corrected.****Band score 6**

The vocabulary used is adequate, but there is not enough accuracy for a higher score.

Attempts to use higher level vocabulary result in more frequent errors, but the meaning is generally clear.

Be careful with plurals.

- uses an adequate range of vocabulary for the task

Band score 6 LR

- attempts to use less common vocabulary but with some inaccuracy

Band score 6 LR

- makes some errors in spelling and/or word formation, but they do not impede communication

Band score 6 LR

Dear Sir / Madam,

In response to the advert seeking helpers ~~running to run~~ to run ~~ta~~ a charity ~~evet~~ event for the Alzheimer's disease, I am writing to apply for a volunteer ~~job~~ about ~~for~~ the activity.

Commented [TG17]: The use of the present participle- running – implies that they are already running the event.

I know the plight this disease brought to the patients and their ~~family~~ families as my father is also suffering from it. I would like to do my part to help them ~~getting~~ get through all those hurdles. Seeing them having a normal and joyful life would be a great moment for me.

Commented [TG18]: Better: *position*

I had participated in several events for ~~patient~~ patients with Alzheimer's disease before. In those events, I not only played games with them ~~that~~ to help them to recognised things in surrounding environment, but also talked to them sincerely. In fact, having a good conversation with patients is already a pleasant experience to them.

Commented [TG19]: A bit careless – you got the correct plural in the previous paragraph



I will prepare some card games for them to enjoy and improve their memory. Also, I can share my experience ~~for~~in handling ~~patient~~patients with ~~patents~~their family members. Finally, I am going to chat with those suffering with Alzheimer's disease.

I would be grateful if I am given the chance to participate in the charity event. Thank you very much for your attention.

Yours Faithfully,

Qwer

GRA - Grammatical range and accuracy - nb Some LR errors have not been corrected

Band score 6

There are some correct simple and complex structures but there are too many errors to get a band score 7.

Be careful with tenses and modals – note my corrections.

- uses a mix of simple and complex sentence forms

Band score 6 GRA

- makes some errors in grammar and punctuation but they rarely reduce communication

Band score 6 GRA

Dear Sir / Madam,

In response to the advert seeking helpers ~~running to~~to run a charity event for the Alzheimer's disease, I am writing to apply for a volunteer job ~~about~~for the activity.

I know the plight this disease ~~brought~~brings to the patients and their family as my father is also suffering from it. I would like to do my part to



help them ~~getting~~ get through all those hurdles. Seeing them having a normal and joyful life would be a great moment for me.

I ~~had~~ have participated in several events for patient with Alzheimer's disease before. In those events, I not only played games with them ~~that~~ to help to ~~recognised~~ recognise things in the surrounding environment, but also talked to them sincerely. In fact, a good conversation with patients is ~~already~~ always a pleasant experience ~~to~~ for them.

If accepted, I ~~will~~ could prepare some card games for them to enjoy and improve their memory. Also, I ~~can~~ could share my experience ~~for~~ in handling patient with patents' family members. Finally, I ~~am going to~~ could chat with those suffering with Alzheimer's disease.

I would be grateful if I am given the chance to participate in the charity event. Thank you very much for your attention.

Yours Faithfully,

Qwer

Commented [TG20]: There's no need for the past perfect here.

A correct past perfect would be *by the time I was 20, I had already organised several [...]*



Model answer

WRITING TASK 1

You should spend about 20 minutes on this task

You saw an advert in the newspaper asking for volunteers to help run a charity event.

Write a letter of application to the organisers. In your letter:

- *explain why you are interested in helping*
- *give details suitable past experience*
- *suggest ways you might help with the event*

Write at least 150 words

You do **NOT** need to write any addresses.

Begin your letter as follow:

Dear Sir/Madam

Key

C&C bold

LR italics

GRA underlines



Dear Sir/Madam

I'm writing in response to the ad in yesterday's Evening Telegraph, in which you ask for volunteers. I believe I may be able to help you to organise your *fund-raising event for cancer research* on Saturday, as I have experience doing **similar events**.

The main reason why I'm particularly interested in volunteering is that there is *a history of cancer* in my family, and in fact, I *recently lost an uncle* to **this terrible disease**. It will be an honour to help **such a worthy cause**

With regard to my experience doing voluntary work and raising money for charity, during my time as an undergraduate, I was *an active member* of the Blandings University Union of Students, and also a member of the RAG Week *Standing Committee*, **which** organised a *variety of fundraising events* throughout the week.

As for how I can help, *two of the most successful activities* we organised for Rag Week were the charity carwash, in which, *as the name suggests, volunteers clean cars in exchange for donations*, and the *charity auction, which* is *self-explanatory*. Of course, I would also be happy help in any general administrative tasks that need doing.

Please *let me know* if you think I can *be of any help* to you.

Sincerely,

Galahad Threepwood **210 words**