



OVERALL BAND SCORE **7.5** **7+8+7+8**

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

[MODEL](#)

WRITING TASK 1

You should spend about 20 minutes on this task.

Your ~~children~~-child is going to take a trip abroad for 3 days. The school asks some parents to join the trip and you are interested in this.

Write a letter to the head teacher. In your letter:

- explain why you would like to go
- suggest what you can do to help on the trip
- ask for some more information about the trip

Write at least 150 words.

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

Begin your letter as follows:

Dear

**Your answer**

Dear Mr. Smith:

I am Cindy's mother, and I am writing to enquire about the trip to Japan introduced in the e-mail I received yesterday.

Parents, as suggested in the e-mail, are welcomed to be part of the three-day trip, which really appeals to me. My main motivation for joining in this activity is that I have always been expecting to have an overseas trip with my daughter, during which we can soak up exotic cultures together. This experience, which could be educational and rewarding, may help strengthen our emotional bond.

As a teacher in kindergarten, I could also contribute to the organisation of this trip. To be more specific, given that I am good at handling children, I could help keep them in line in such public places like airports and museums. Additionally, with a good mastery of Japanese, I could serve as a translator in circumstances where language barriers may spoil the trip.

I would be grateful if you could give me more details about this trip, including information about fees of parents, accommodation and airlines.

A favourable reply at your earliest convenience is highly appreciated.

Yours sincerely,

Mary Rose



OVERALL BAND SCORE 7 7+7+7+8

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

Band score 7

You covered the requirements of the task. You could give more information on bullet 3.

The purpose is clear throughout.

The tone is appropriate, but I have reservations about the final paragraph – see my comment.

▪ covers the requirements of the task
Band score 7 TA

▪ (General Training) presents a clear purpose, with the tone consistent and appropriate
Band score 7 TA

▪ clearly presents and highlights key features/bullet points but could be more fully extended
Band score 7 TA

Dear Mr. Smith:

I am Cindy’s mother, and I am writing to enquire about the trip to Japan introduced in the e-mail I received yesterday.

Parents, as suggested in the e-mail, are welcomed to be part of the three-day trip, which really appeals to me. My main motivation for joining in this activity is that I have always been expecting to have an overseas trip with my daughter, during which we can soak up exotic cultures together. This experience, which could be educational and rewarding, may help strengthen our emotional bond.

Commented [TG1]: Good introduction

Commented [TG2]: It didn’t really say that. They asked *some parents*, which probably means they want a certain number rather than welcoming anyone who wants to go

Commented [TG3]: Bullet 1 covered



As a teacher in kindergarten, I could also contribute to the organisation of this trip. To be more specific, given that I am good at handling children, I could help keep them in line in such public places like airports and museums. Additionally, with a good mastery of Japanese, I could serve as a translator in circumstances where language barriers may spoil the trip.

Commented [TG4]: Bullet 2 covered

I would be grateful if you could give me more details about this trip, including information about fees of parents, accommodation and airlines.

Commented [TG5]: Bullet 3 covered. you could be more specific – *could you let me know which hotel are you planning to stay in / can you confirm that my daughter can stay in my room if we go? / what duties or responsibilities would I have for looking after the other children?*

A favourable reply at your earliest convenience is highly appreciated.

Yours sincerely,

Mary Rose

Commented [TG6]: I'd use this in a business letter if I was asking for a refund for faulty goods, as it could imply some fault on behalf of the other party.
Better: *Thanks for your attention and I look forward to your reply*



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

Band score 8

The organisation is good, with clear progression throughout.

- sequences information and ideas
- logically

Band score 8 C&C

The use of cohesive devices and referencing is accurate throughout, with minor inaccuracies .

- manages all aspects of cohesion well

Band score 8 C&C

- uses paragraphing sufficiently and appropriately

Band score 8 C&C

Dear Mr. Smith:

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Commented [TG7]: You could add
. as I'm interested in going myself.

Commented [TG8]: good

Commented [TG9]: see LR

Commented [TG10]: good



cultures together. This experience, which could be **both** educational and rewarding, may help strengthen our emotional bond.

Commented [TG11]: better with this

As for what I can do, As a teacher in kindergarten, I could also contribute to the organisation of this trip. To be more specific, given that I am good at handling children, I could help keep them in line in **such** public places like airports and museums. Additionally, with a good mastery of Japanese, I could serve as a translator in circumstances where language barriers may spoil the trip.

Commented [TG12]: signposting

Commented [TG13]: use this with previously mentioned places

Finally, I would be grateful if you could give me more details about this trip, including information about **fees of parents, accommodation and airlines.**

Commented [TG14]: see LR

A favourable reply at your earliest convenience is highly appreciated.

Yours sincerely,

Mary Rose

**LR- - Lexical resource nb Some GRA errors have not been corrected.****Band score 7**

The vocab is generally good throughout with some flexibility and precision.

There is enough correct less common vocabulary for a band score 7.

Note my suggestions which show the accuracy and precision you need for a higher score.

- uses a sufficient range of vocabulary to allow some flexibility and precision

Band score 7 LR

- uses less common lexical items with some awareness of style and collocation

Band score 7 LR

- may produce occasional errors in word choice, spelling and/or word formation

Band score 7 LR

Dear Mr. Smith:

I am Cindy's mother, and I am writing to enquire about the trip to Japan introduced in the e-mail I received yesterday.

Parents, as suggested in the e-mail, are ~~welcomed~~ welcome to be part of go on the three-day trip, which really appeals to me. My main motivation for joining in this activity is that I have always ~~been expecting~~ to have wanted to go on an overseas trip with my daughter, during which we can soak up exotic cultures together. This experience, which could be educational and rewarding, may help strengthen our emotional bond.

Commented [TG15]: Better: *mentioned*

Commented [TG16]: Are invited to go [...]

Commented [TG17]: Better: *wanting to go*

Commented [TG18]: Expecting is wrong. Maybe *I have longed hope to go on a [...]*



As a teacher in kindergarten, I could also contribute to the organisation of this trip. To be more specific, given that I am good at handling children, I could help keep them in line in such public places like airports and museums. Additionally, with a good mastery of Japanese, I could serve as a translator in circumstances where language barriers may ~~spoil the trip~~ cause difficulties.

I would be grateful if you could give me more details about this trip, including information about the fees ~~cost of for parents, of~~ accommodation and ~~airlines~~ flights.

A favourable reply at your earliest convenience is highly appreciated.

Yours sincerely,

Mary Rose

Commented [TG19]: Better:
kindergarten teacher



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

Band score 8

Grammar is used accurately with relatively few errors and a wide range of structures, which should be good for a band score 8.

▪ makes only very occasional errors or inappropriacies

Band score 8 GRA

▪ uses a wide range of structures

Band score 8 GRA

▪ the majority of sentences are error-free

Band score 8 GRA

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I am Cindy's mother, and I am writing to enquire about the trip to Japan introduced in the e-mail I received yesterday.

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As a teacher in kindergarten, I could also contribute to the organisation of this trip. To be more specific, given that I am good at handling children, I could help keep them in line in ~~such~~ public places like airports and museums. Additionally, with a good mastery of Japanese, I could serve as a translator in circumstances where language barriers may spoil the trip.

I would be grateful if you could give me more details about this trip, including information about the fees ~~of~~ for parents, accommodation and airlines.

A favourable reply at your earliest convenience is highly appreciated.

Yours sincerely,

Commented [TG20]: comma

Commented [TG21]: I'd start the sentence with this. there's no good reason here to separate the subject from the verb

Commented [TG22]: See LR



Mary Rose

Model answer

None available for the question you did