



WRITING ASSESSMENT REPORT

Candidate ID

██████████

Submission Date

██████████

Writing

1

Task

1

Type

Formal Letter

Marking key

Positives (breakdown of each criterion)

Task Achievement/Response

Cohesion & Coherence

Lexical Resource

Grammatical Range & Accuracy

Negatives (if any)

Grammatical error or wrong sentence formation

Wrong word choice/formation/spelling

under-developed/generalized idea/weak example

wrong/weak use of cohesive devices/referencing

logical inconsistency or off-topic/irrelevant detail

Repeated word/phrase or confusing information

can be written differently

Candidate's Work

Question

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

- Why you want to do voluntary /unpaid work for the museum.
- Describe some skills and qualities you have that would be useful.
- Give details of when you would be available for work.

Essay

Dear Sir or Madam,

I am writing to express my interest to work as a volunteer at your museum.

Let me explain in detail. I am a history student and I love the places where I could explore and learn about the things related to my area of study, and your museum is one of those places. Moreover, I need some information related my history project which is on world war 1, your museum's library has plenty of books on this topic, so it would be really helpful for me in a accomplishment of my project.

I have strong communication skills as well as English language is not a problem for me. I think these skills can be utilized to guide and explain tourists visiting museum from all over the world to communicate correct knowledge about the museum and our history.

Besides providing my services to your museum, I also want to complete my project as early as possible. For this I will be available anytime.

I hope you will consider my application and allow me to work at your museum.

I look forward to hearing from you.

Yours faithfully,

[Redacted Signature]

Feedback

Task Achievement

All requirements of the task are covered.

Tone is consistent throughout

Presents and highlights the points but some could be more fully extended.

Some details are inappropriate and/or inadequately covered.

Introduction and the tone of your letter

- In formal letters, you should open the letter directly with the purpose of your writing. Unlike informal letters, you do not need to greet the reader here.

You open this with a nice phrase of '*I am writing to express my interest...*'

However, realistically speaking, the reader (admin officer or whoever reads your letter at the museum) will not be able to know who you are and this letter because you do not introduce yourself to them with any detail(s).

Anything that helps the reader understand who you are (or how to possibly get back to you) is what will be considered more appropriate.

This can be your name, home address (since the Q includes 'near your home') or reference to the university you study at because you mention info about your project.

- **Tone of your letter:**

Tone of this letter (formal) is consistent throughout and this is important for scoring band 7 or above in TR.

**If the tone is inconsistent, score for TA can be 6.0
If it is inappropriate throughout, TA will only be 5.0.**

so always keep your audience in mind and maintain 'tone' accordingly.

Lack of realistic details:

To make sure your TA score is high, it is extremely important to be as realistic as possible.

These letters address 'real-life situations' so everything must sound very real as well. Your creativity and imagination comes into play here because the more real your work sounds, the higher your score can be.

Natural style of writing with details that all seem realistic + relevant + appropriate for the reader will certainly put your work in the TA 8-9 range and will increase the score for C&C (progression) as well.

All the details that could be more fully extended and made more realistic:

- you write 'museum' at least seven times in this letter but don't mention once the name of this museum.
- your museum's library - this can again be replaced by a name. Albert Library/Hall, perhaps?
- When you talk about your skills or project work here, the reader (realistically) will not take your word for it only. Here, you could have written something about your resume or CV - and this could further support your reason for why they should hire you for the job.

You could write:

Enclosed with this letter is a copy of my CV/resume for your reference.

This can be at the end of 3rd para or before 'i hope you will consider...'

In letter writing, you have the ability to showcase your thinking and you can also create some names/details on your own.

Not all details need to be factually correct, but do note that don't mention imaginary towns or countries. If you are talking about addresses, contact details, names of places or people, be free to think about anything.

The more realistic your writing sounds, the better it is for your score.

Generalized details (could be further elaborated)

TA 7: clearly presents and highlights bullet points BUT COULD BE MORE FULLY EXTENDED.

When writing letters, you should note two points:

1 - all details you write should be relevant extended with reasons that are appropriate for the reader. Details that are left unclear are not recommended at all.

2 - FORMAL LETTERS: be as precise as possible for this letter type. Everything you write must be important to the audience otherwise your TA score can be low giving irrelevant or inappropriate details.

Imagine that the reader is very busy and does not have a lot of time for you, so everything included in your writing must be relevant to the PURPOSE of your letter.

Be as precise and focused as possible.

- 'skills can be utilized to guide and explain...'

Here you could probably write: *I can easily communicate in English as well as [write any other language here] so I can easily be a tour guide and explain details to tourists in their native language.*

This highlights more clearly why you could be a good person for this job.

- 'I am a history student and I love the places where I could explore and learn about the things related to my area of study' - This is something very general for the reader. Anyone might feel this way so why should you be considered?

To make your point more relevant to the reader, you can write:
I am a PhD student at the Faculty of Archaeology at University of X so being able to be a part of X Museum will be nothing short of a dream come true.

you can then relate this 'PhD' point in the next paragraph as your quality/skill as: 'I will not require training because I have already studied about most...(continue your point)'

- 'Moreover, I need some information related my history project which is on world war 1, your' = *Being a part of X gives me access to all archives in Y Library. The collection on WW1, in particular, will be helpful for my final-year project.*

You can notice here that most details I revise make your point seem more relatable to the reader and also strengthens it by making it more realistic.

I am sure you can work on this in your next writing.

Last point

Last bullet point is not appropriately extended as other points. Make sure all points are equally addressed in a balance so nothing remains unclear or underdeveloped.

'I will be available any time' is the only highlight for this point.

You could write:

'I can be work 4-5 days a week from 5 PM onwards as my lessons at the university end around this time. Since I want to be a part of your team and finish my project at earliest, I can join from next week.'

Expected band score: 6.0

**You have the ability to do really well with TA here.
Be more realistic with your details and make sure everything is relevant to the reader and is presented in a focused way.**

Coherence and Cohesion

ideas are logically arranged.
some underdeveloped points reduce progression.
cohesive devices are used.

Detailed explanation and suggestions for improvement

- Cohesive devices like moreover, besides, also, so, and' are used naturally.

Since this is letter is basically a conversation with the next person, you don't have to over-use cohesive devices like 'furthermore, secondly, first of all, etc' as this could make your work seem mechanical.

Let your ideas/thoughts flow naturally and be connected as a conversation.

For balanced cohesion, you can use conjunctions like 'and, but, so, because, not only + but also' so you have a proper balance for cohesion within and between sentences. Good job on using these!

- **Referencing:**

correct use of pronouns also helps with your C&C score. You use pronouns like 'this' and 'these' correctly. **However, one mistake can be noticed.**

'For this' - what does this 'mean' here - completing the project or providing services? It is unclear. Be careful with such slips.

- **Progression:**

You arrange these points in different paragraph and each paragraph highlights a different point. This is good for C&C as you have a clear central idea in each paragraph - allowing for a more composed letter with everything logically extended.

However, **points mentioned previously for TA reduce your score for C&C here.**

You have to make sure that you don't include generalized or unclear details. your points should 'unpack' as the reader follows your writing. This strengthens progression, which is important for band 7 or above. If something has already been expressed, do not repeat the information

'I have strong communication skills...' and a few sentences later **'to communicate correct knowledge...'**

Next time you had to repeat this '*communicate*' bit, you can extend it differently by saying '*how it will be easier for you help them understand in their language*' - **this will highlight the point about communication more without repetition.**

Expected band score: 6.0 - 7.0 is very likely with more

Lexical Resource

Good range of vocabulary used.

More vocabulary could be used here if realistic details were considered.

No spelling errors.

No mistakes with word choice.

Detailed explanation & suggestions for improvement:

• *'I am writing to express my interest, explore and learn, information related to.., plenty of books, accomplishment, can be utilized, providing my services, as early as possible, consider my application'* are some good use of lexis in your writing.

It seems that you have a natural command over vocabulary and continue being accurate with choosing appropriate words for the task. **I would like to see a wider range of vocabulary in your next attempt.**

• **Use more collocations in your writing for higher LR score.**

Collocations are words that are naturally placed together to give a more focused meaning. For example: 'substantial/considerable increase' or 'possible solutions'

• **You use the word 'museum' at least 7 times in your writing.** Now I know that there are not a lot of suitable words as replacement for 'museum' so you would possibly use it more than once, but seven is a considerable number.

Try replacing this with either pronouns or see if you can convey the same meaning/point, without having to repeat the term 'your museum' - as it becomes obvious after being referenced at least 2-3 times already.

For example: *'Besides providing my services, I want to complete this project at earliest'*

Now you can notice here that I convey the same point without including the part about 'to your museum'

Constant repetition of same word/information can lower your score for C&C or LR or both. Frequency of use can be reduced at at least two instances (start and end) when you give a name to this 'museum'.

Expected band score: 6.0 – 7.0 is very likely with more

Grammatical Range & Accuracy

mix of simple and complex sentences.

Most sentences are error-free.

occasional errors with articles can be noticed.

Detailed explanation & suggestions for improvement:

- At present, your use of grammar is fairly accurate and this shows your good control over this aspect of writing.

You can also use correlative conjunctions and subordinate conjunctions like '**either + or, not only + but also**' or '**although, even though, while, as long as, despite, unless, until, since** etc' in your writing to connect ideas.

- You can use use modality like '**CAN, MIGHT, COULD, SHOULD, MUST, WILL**' and **DEFINITELY, CERTAINLY, INDEED, PERHAPS, MAYBE** and other features of control to show more flexibility.

- **article corrections:** helpful for me in (the) accomplishment of...

- **For this I will be available.**

correction:

For this, I will be available..

OR

This is why I will be available... (better use

Expected band score: 7.0

can be aiming at 8.0 with more variety and accuracy. I see you are studying well from the grammar resources. Keep it up!

TR
6.0

CC
6.0

LR
7.0

GRA
7.0

OVERALL BAND SCORE 6.5

General comments:

Good job overall, [REDACTED] You show strong awareness of the structure and try to cover most requirements of the task. However, I would like to see more usage of realistic details as this is the only reason why your score for TA, and C&C, has been low. As I said earlier, you have good awareness of the style and can reach band 7.0 or above for T1 as long as all these points are taken into consideration. I hope this feedback helps you improve!

Best of luck for your next practice writing.

Keep up the good work!

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