

TEST 3, WRITING TASK 1

This is an answer written by a candidate who achieved a **Band 7.5** score.

Dear Sir or Madam,

I am writing to let you know that I need to cancel my booking. I week ago I bought a part-time course on Psychology at your college. This course provides basic knowledge on the subject and lasts for 1 months starting in July.

Let me explain my situation in detail. I am taking my degree in Public Relations at university. I thought your course would help me to pass my entry exams. However, I have just been notified that this year students are to pass Mathematics as their entry examination. Therefore the course on Psychology is no longer needed.

Could you kindly help me to change the booked course on Psychology for the one on Mathematics? It would be a significant support in my preparations. I would be thankful if you could provide me with the terms which such change can be made on.

Thank you for your consideration.

Yours faithfully,

Lydia Sasko

Here is the examiner's comment:

This is a strong response to the task; the candidate clearly addresses all three bullet points and uses a suitable tone to communicate with a college administrator. The response is presented in the correct letter format. There is clear progression throughout the letter.

The range of vocabulary is strong and demonstrates flexibility [*no longer needed* | *significant support*], although there is error in word choice [*bought* / booked]. The writing shows a variety of structures including modal forms [*need to* | *could*] and a conditional with [*if*]. However, overall sentences are short. To achieve the highest scores, the candidate would need to include a wider range of grammatical structures.

This is a good example of a higher-level response to a Task 1 question.