Task 1

Information

www.parkhotel.biz/jobs

Park Hotel Jobs

| Home | Rooms | Food | **Jobs** | Contact |

Park Hotel Jobs

Our new hotel is opening soon.

There are jobs available in:

▸ the reception and office

▸ the kitchen, restaurant and coffee shop

▸ the spa and fitness centre

▸ repairs and maintenance.

There are also opportunities for management trainees.

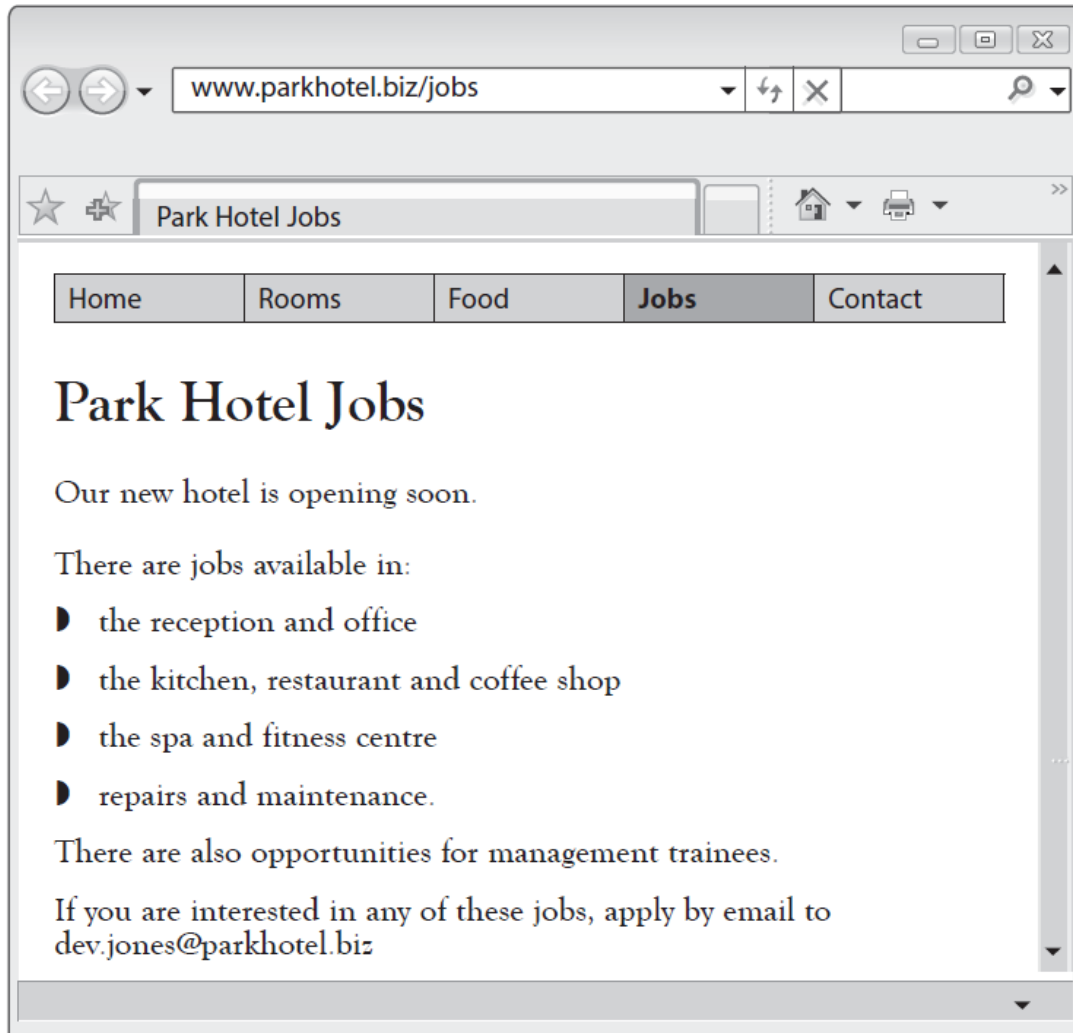If you are interested in any of these jobs, apply by email to
dev.jones@parkhotel.biz

Writing Task

Write an email to the Manager, Dev Jones, applying for a job at the hotel.

In your email, you should:

* say which job you are applying for and why

* describe your qualifications, experience and skills

* explain why you would be good at this job.

You should aim to write about 200 to 250 words.

(21 marks)

From: you@mailbox.co.uk

To: dev.jones@parkhotel.biz

Subject: Job application

Dear Mr Jones,

1

I am sending you an email because I want to apply for a job in your new hotel as a receptionist. **2**

I am studying hospitality at college and I hope to gain a good final grade. My teachers are pleased with me and I have enjoyed the work and made lots of friends. I always try to get on with everyone I meet and people tell me that I have a bubbly personality. I like to see people smile. **3**

4 I did my work experience at The Holbeck Hall Hotel on the outskirts of town. I did a bit of all sorts. One day I worked as a chambermaid, cleaning and tidying the rooms, making the beds, replacing towels and so on. Another day I was in the restaurant as a waitress.

I took people's orders and then gave them to the chef. I then served the guests and cleared away their plates when they had finished. I also worked in the coffee shop. Again I served (5) people with their drinks and food although I was not allowed to use the coffee machine because this is a really skilled job and I had not been trained to do it.

I think I would be good at this job because I am always pleasant and polite and can greet guests with a smile. I can make them feel at home and will try to deal with any problems they might have during their stay. I am also a hard worker and would be happy to work extra hours if necessary.

Kind regards, (6)

Gogi Pritpal.

(7)

Page   Sec   At   Ln   Col   REC TRK EXT OVR   English (U.K

(Total for Task 1 = 21 marks)

1

The Examiner explains

This is a developed complex sentence which is securely constructed.
Content Standard 25: Write consistently and accurately in complex sentences, (using paragraphs where appropriate).

2

The Examiner explains

There is a clear introduction.

Content standard 22: Communicate information, ideas and opinions clearly, coherently and accurately.

3

The Examiner explains

The writing here is clear and appropriate, There is an awareness of the audience and the purpose. Content standard 24: Use (format, structure and) language appropriate for audience and purpose.

4

The Examiner explains

The paragraphing of the response is logical and helps understanding. Content Standard 25: Write consistently (and accurately in complex sentences), using paragraphs where appropriate.

5

The Examiner explains

This is a developed complex sentence. Content Standard 25: Write consistently and accurately in complex sentences, (using paragraphs where appropriate).

6

The Examiner explains

The response is 264 words long. It isn't necessary for candidates to count words, but they should practise writing responses that meet the suggested word count. Content standard 23:Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience.

7

The Examiner explains

The format and structure of the response, with a clear beginning and ending and clearly defined sections which follow the bullet points, are entirely appropriate and secure. Content standard 24:

Use format, structure (and language) appropriate for audience and purpose.

Prepared