

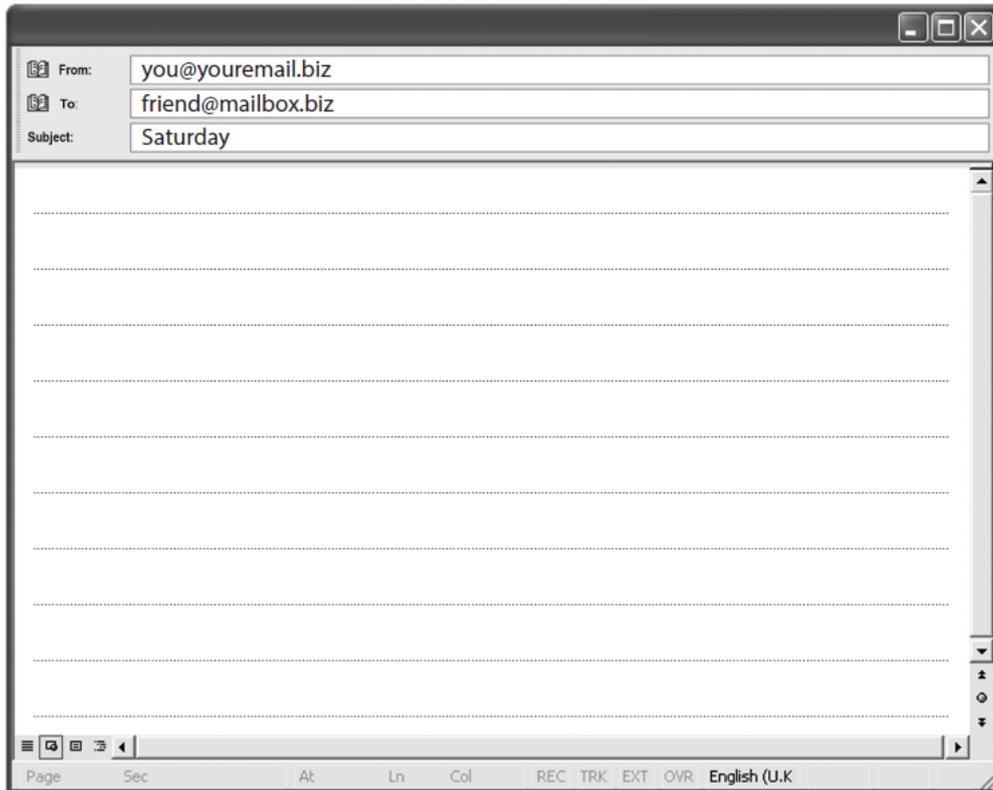
Pearson ESOL | Entry 1 | Email Writing Task 3

You want to meet your friend on Saturday.

Write **two** sentences to tell your friend:

- where to meet
- what time to meet.

Write your email here.



The image shows a screenshot of an email writing window. The window has a title bar with minimize, maximize, and close buttons. Below the title bar, there are three fields for email headers: 'From:' with the value 'you@youremail.biz', 'To:' with the value 'friend@mailbox.biz', and 'Subject:' with the value 'Saturday'. The main body of the email is a large text area with horizontal dashed lines for writing. At the bottom of the window, there is a status bar with icons for undo, redo, and other functions, and a language dropdown menu set to 'English (U.K.)'.

(4 marks)

Mark Scheme

1.2	<p>One mark for accurate use of full stop at end of first sentence.</p> <p>One mark for accurate use of full stop at end of second sentence.</p> <p>Award maximum of two marks.</p> <p>Note: Sentences must be in the correct context.</p>	2
1.3	<p>One mark for accurate use of capital letter at start of first sentence.</p> <p>One mark for accurate use of capital letter at start of second sentence.</p> <p>Do not penalise or award further marks for the capitalisation of 'I' within the sentences.</p> <p>Award maximum of two marks.</p> <p>Note: Sentences must be in the correct context.</p>	2