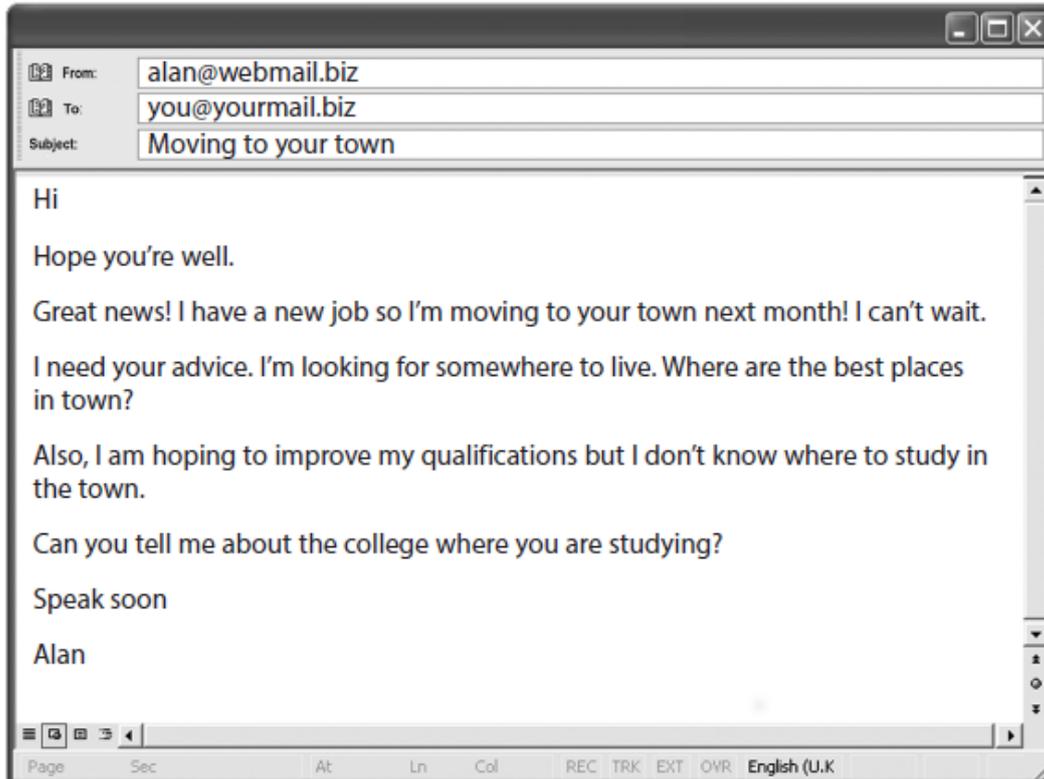


Pearson ESOL | Level 1 | Email Task 1

You receive this email from a friend.



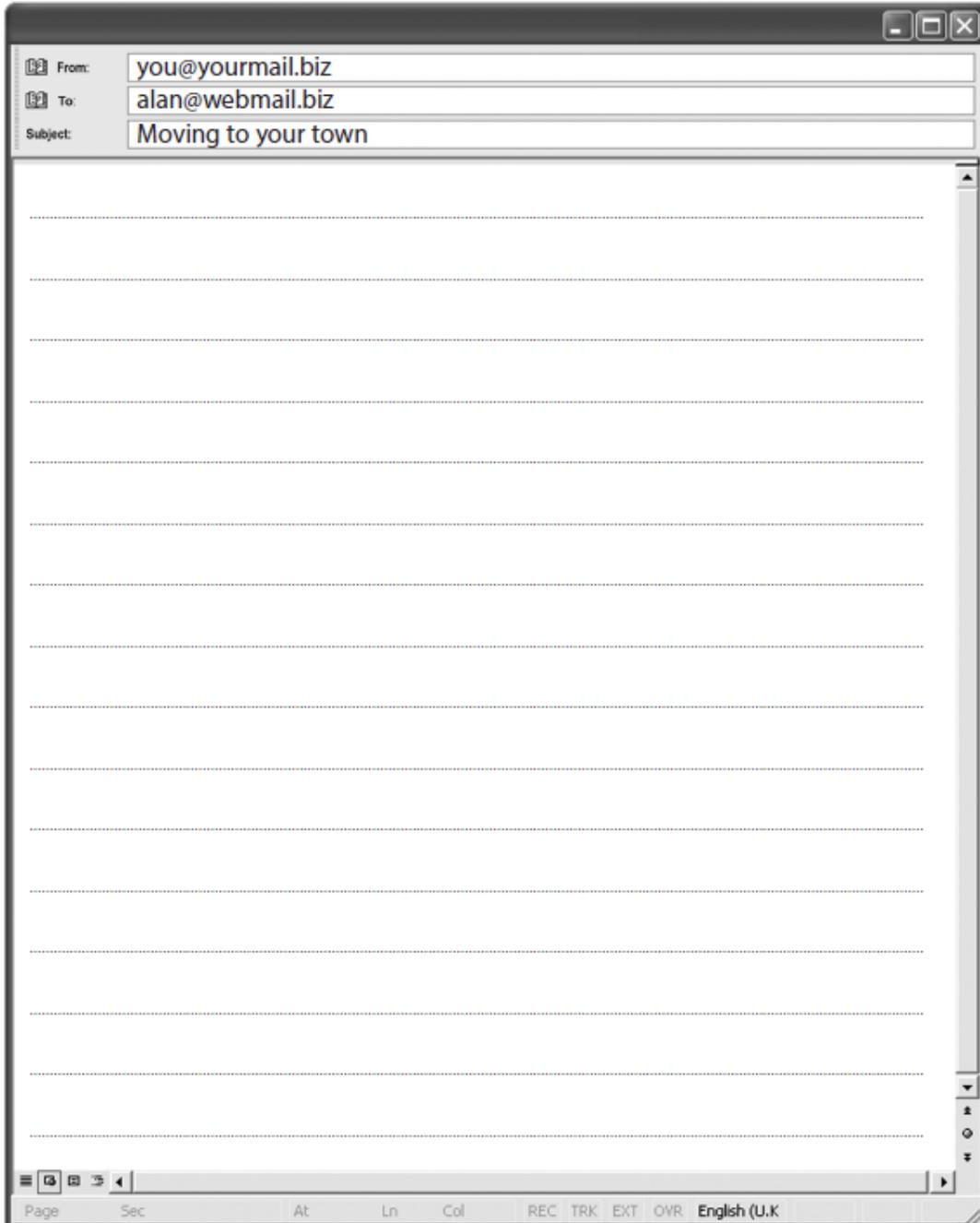
Write a reply to Alan's email.

You must tell him about:

- the best places in town to live
- the college where you are studying.

Write your email reply in the box below.

You may correct errors by putting a line through the text you wish to change, then writing your correction(s) above or below the word, phrase or punctuation.



The image shows a screenshot of an email client window. At the top, there are three fields for email headers: 'From: you@yourmail.biz', 'To: alan@webmail.biz', and 'Subject: Moving to your town'. Below these fields is a large, empty text area with horizontal dashed lines for writing a reply. At the bottom of the window, there is a status bar with various icons and text: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K.)'.

(8 marks)

Mark Scheme

2.1	Offers appropriate level of detail for purpose; must cover the two bullet points with expansion on the topic.	1
2.2	Opens and closes email with appropriate informal phrase.	1
2.2	In body of email uses language appropriate to audience and purpose, i.e. words and phrases suitable for an email to a friend.	1
2.3	Email is sequenced in a logical fashion in order to make sense to the intended audience, e.g. follows the bullet points in the task.	1
2.3	Appropriate expansion of ideas in middle section using paragraphs.	1
2.4	Email makes grammatical sense appropriate to audience, e.g. correct tense, subject-verb agreement, contracted verb form such as ' I've lived in ...' No more than two grammatical errors.	1
2.5	Capitalisation and punctuation used correctly. No more than two capitalisation and punctuation errors in total.	1
2.6	Accurate spelling. No more than two spelling errors.	1