Pearson ESOL | Level 1 | Email Task 2

You receive this email from a friend.

Hi

Hope you're well.

Next month I'm going to move to Spain, and so I want to have a party and invite all of my old friends from college. It's been a long time since we've all been together.

Can you help to organise the party? Where would be a good place to hold it, and what food and entertainment should we have?

Hope to hear from you soon.
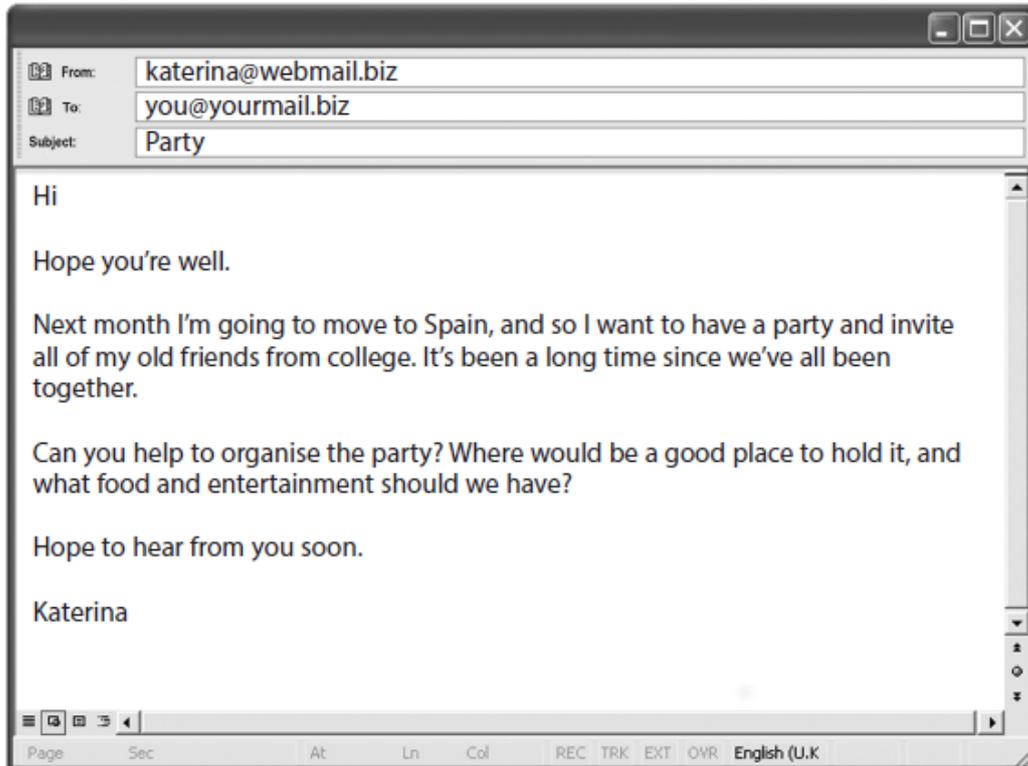
Katerina

Write a reply to Katerina's email. You must:

- suggest a place to hold the party
- give some ideas about the food and entertainment.

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.

From:	you@yourmail.biz
To:	katerina@webmail.biz
Subject:	Party

Page   Sec   At   Ln   Col   REC   TRK   EXT   OVR   **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. e.g. 'Hi (Katerina).	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.	1
2.4	Email makes grammatical sense appropriate to audience, e.g. correct tense, subject-verb agreement, contracted verb form such *as* '**We'll** have a great time……'. 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