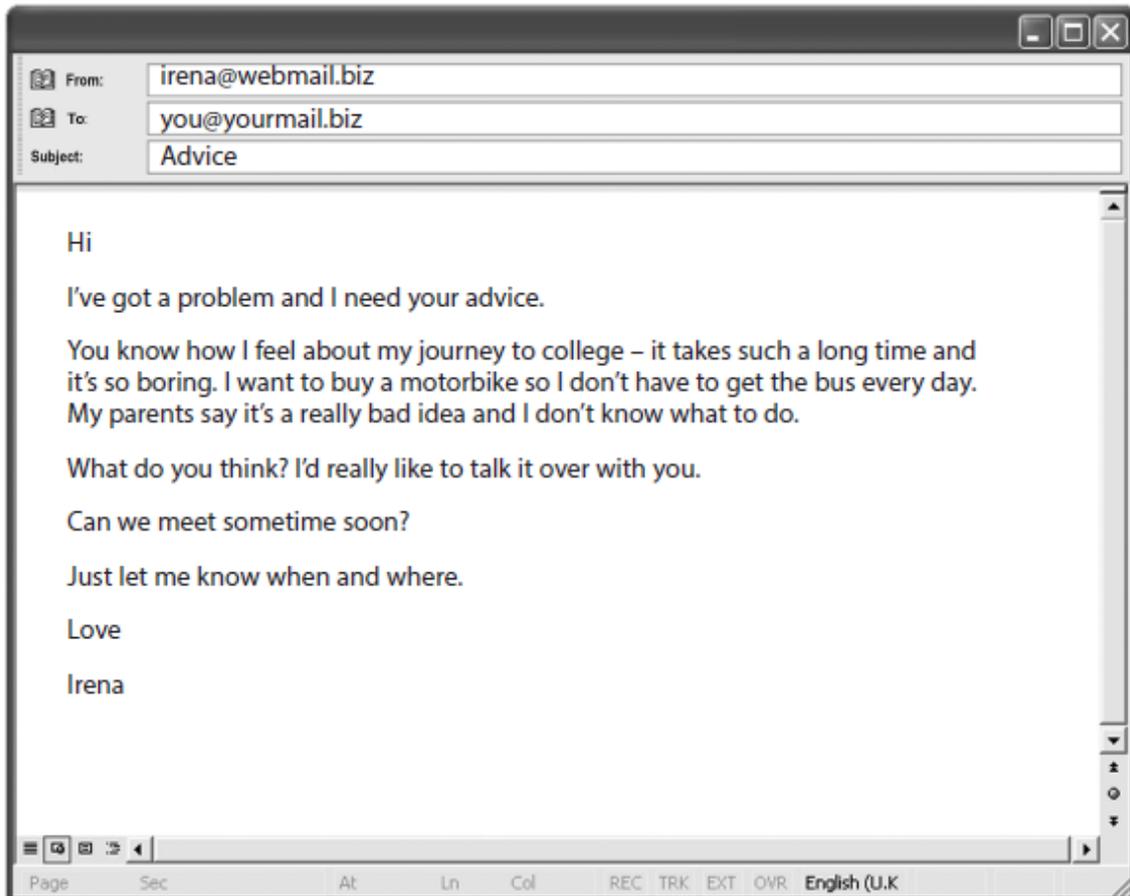


## Pearson ESOL | Level 1 | Email Task 3

You receive this email from a friend.



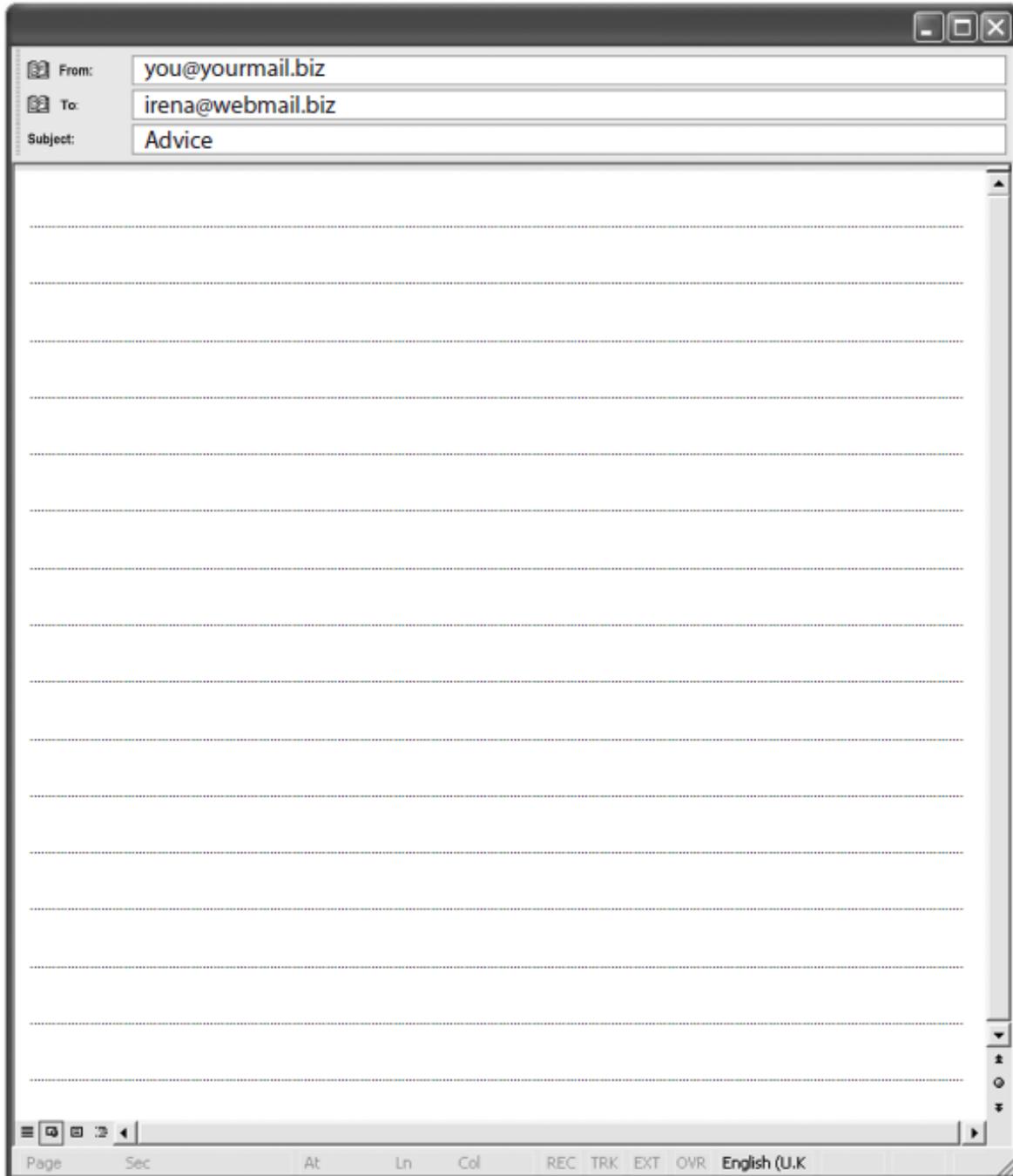
**Write** a reply to Irena's email.

You must:

- write about the advantages and disadvantages of buying a motorbike
- suggest a time and place to meet.

**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 interface. At the top, there are three fields for email headers: 'From: you@yourmail.biz', 'To: irena@webmail.biz', and 'Subject: Advice'. Below these fields is a large, empty writing area with horizontal dashed lines for each line of text. The window has a standard title bar with minimize, maximize, and close buttons. At the bottom of the window, there is a status bar with various indicators: 'Page', 'Sec', 'At', 'Ln', 'Col', 'REC', 'TRK', 'EXT', 'OVR', and 'English (U.K.)'. There are also some small icons on the right side of the writing area.

(8 marks)

**Mark Scheme**

2.1	Offers appropriate level of detail for purpose; must cover the <b>two</b> bullet points with expansion on the topic.	1
2.2	Opens and closes email with appropriate informal phrase. e.g. 'Hi (Irena).	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 ' <i>I think <b>it's</b> a great idea .....!</i> '  No more than <b>two</b> grammatical errors.	1
2.5	Capitalisation and punctuation used correctly. No more than <b>two</b> capitalisation and punctuation errors in total.	1
2.6	Accurate spelling. No more than <b>two</b> spelling errors.	1