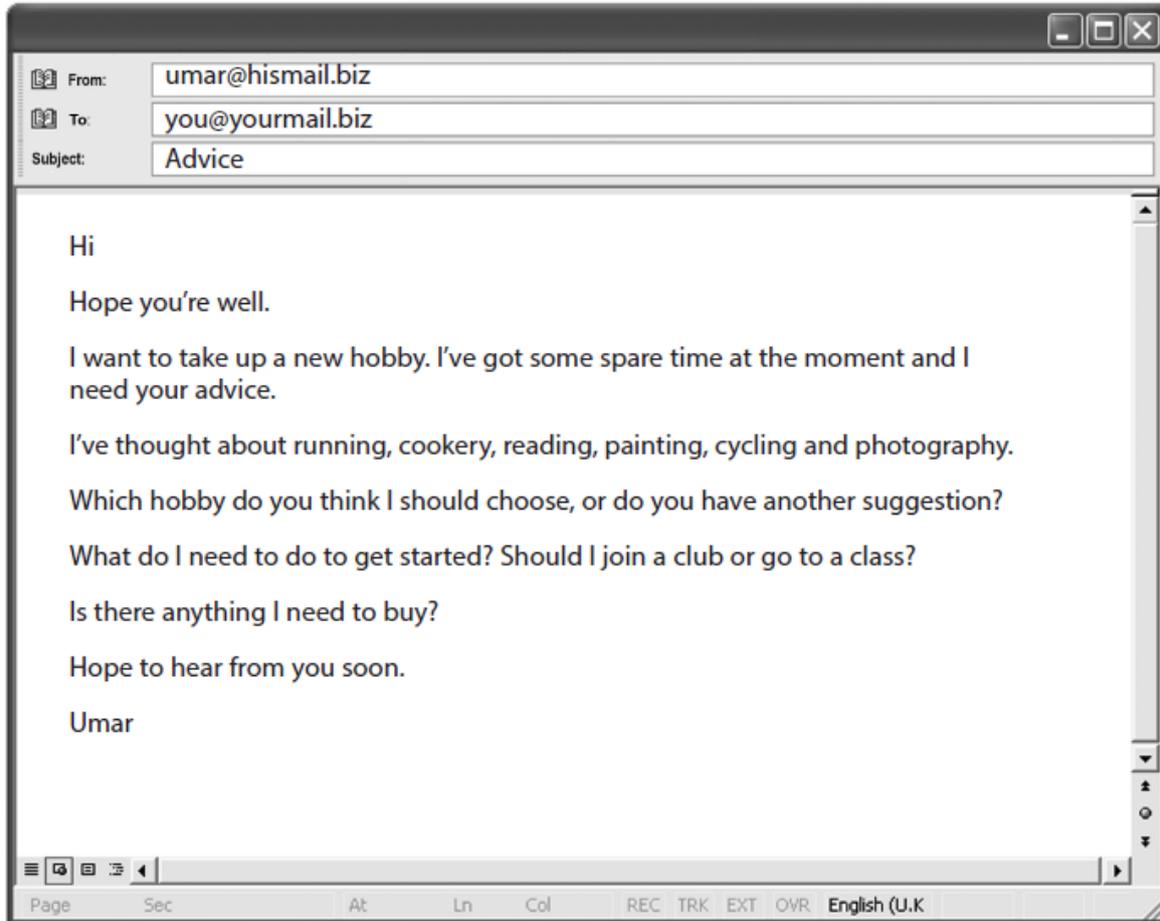


Pearson ESOL | Level 1 | Email Task 4

You receive an email from your friend, Umar.



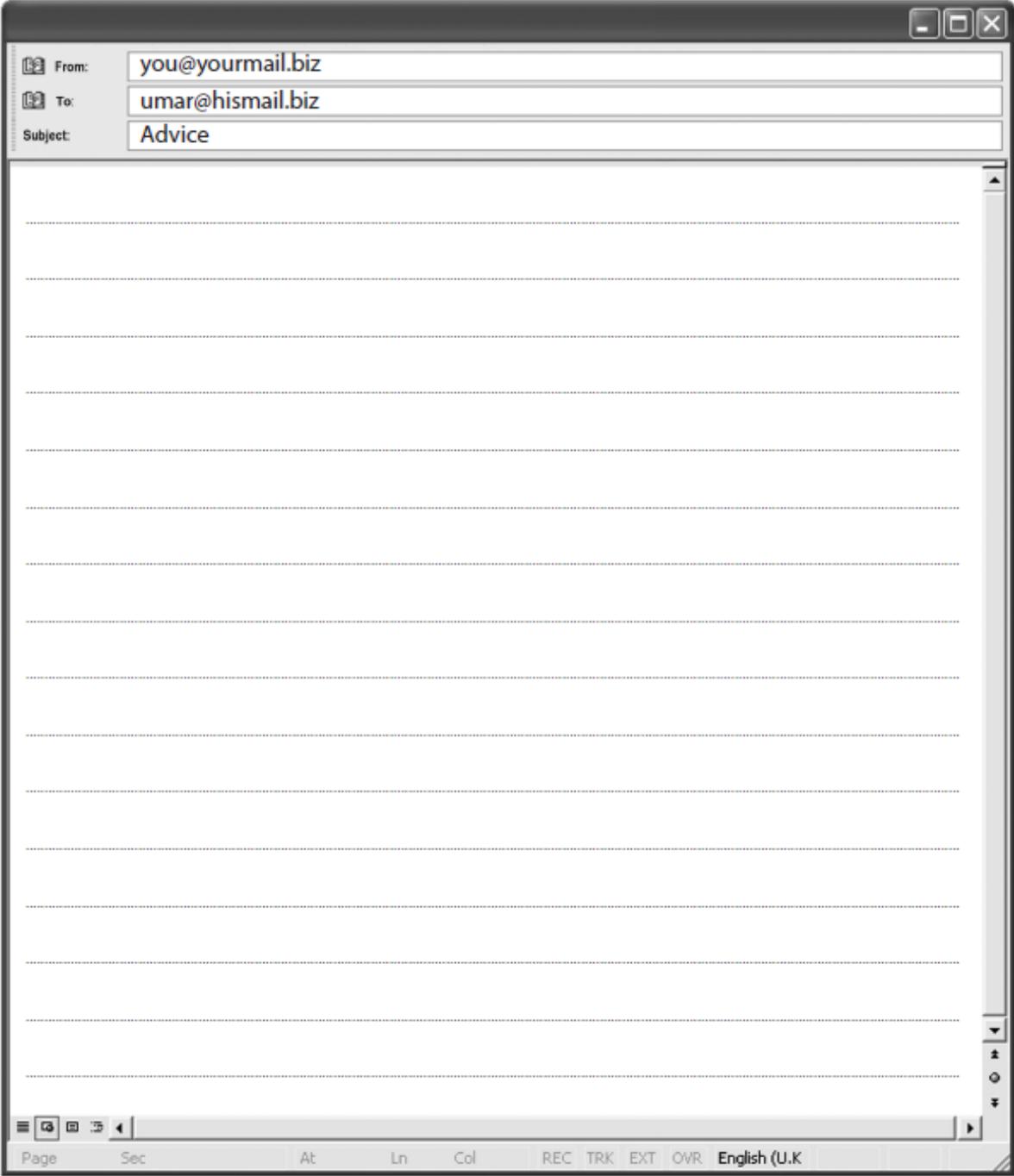
Write a reply to Umar's email.

You must:

- give him a suggestion for a hobby
- tell him what he needs to do and what he needs to buy.

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: umar@hismail.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 left side of the status bar.

(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>'I think you'll love darts.'</i> 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