

## Pearson ESOL | Level 1 | Letter Writing Task 1

You receive this leaflet from Hexford Residents' Group.

### **Hexford Residents' Newsletter**

#### **Hexford Sports Fields – Urgent Action Needed**

We want to improve Hexford Sports Fields and we need your help.

#### **Why are we doing this?**

We need to improve the sports fields to encourage more people to use them. We also want to provide more up-to-date facilities. Keeping our community fit and active is very important.

#### **What we want to do**

We want local sports teams to make more use of the fields.

We would like to:

- repair the running track
- replace the goalposts and nets
- repaint the fences
- rebuild the changing rooms.

#### **What can you do?**

We would like you to organise an event to raise money for all the repairs and improvements.

You could organise:

- a music event in the local park
- a fun run for local schools and clubs
- a sale of clothes, books and cakes
- any other event of your choice.

Please help us by organising an event – but remember to ask the local council for permission for any event you are planning.

You want to organise an event to raise money to improve Hexford Sports Fields.

Write a letter to your local council asking for permission to organise the event.

You must give details about the event and why you are organising it.

You must use at least **one** complex sentence in your letter.

You are required to plan and write your letter on the pages provided.

**You must plan your letter here.**

NOTE: remind yourself of what you need to include in the letter.









## Mark Scheme

1.1	The plan is in a recognised format. e.g. spider diagram, lists, notes, draft.	1
1.1	Content of plan is relevant to the given scenario. It must include information relevant to the scenario, e.g. asking for permission to organise the event, reasons for organising the event, details about the event.	1
2.1	Offers appropriate level of detail in order to fulfil purpose, e.g. who will benefit from the improvements, reasons for organising event, how the event will be organised, who will be involved.	1
2.2	Opens and closes the letter with appropriate formal phrases. Do not accept 'Hi...', 'Hello...', 'Cheers...', 'Bye...', 'Best wishes...'	1
2.2	Uses language appropriate to audience and purpose, i.e. tone and vocabulary suitable for formal letter. Do not accept slang words or 'text speak'.	1
2.3	Letter is sequenced in a logical fashion in order to make clear sense to the intended audience.	1
2.3	Letter is written in paragraphs.	1
2.3	Inclusion of a closing statement. e.g. <i>'I look forward to hearing from you', 'I hope you will support my event'</i> .	1
2.4	Final version of letter makes grammatical sense, e.g. correct tense, subject-verb agreement and pronoun use such as <i>'I would like to organise <b>it</b> on ...'</i> ; <i>'It would help <b>them</b> to...'</i> Final version to contain no more than <b>two</b> grammatical errors.	1
2.4	Includes at least <b>one</b> complex sentence as required, which uses an appropriate connective.	1
2.5	Capitalisation and punctuation used correctly in final version; no more than <b>two</b> capitalisation and punctuation errors in total.	1
2.6	Final version contains accurate spelling with no more than <b>three</b> errors.	1