

Pearson ESOL | Level 1 | Letter Writing Task 2

You receive this leaflet.

The Hexford Hub

The Hexford Hub is a group of new buildings that can be used by the whole community.

Hexford Residents' Group is looking for people to organise new activities in the hub.

Could you run an activity or course that would benefit the people of Hexford? If so, we would like to hear from you.

Here are some possible activities:

- art and craft club
- English and maths lessons
- foreign language lessons
- computer club for the over 60s
- book club
- cake baking classes.

If you would like to organise any of these activities, or if you have an idea of your own, please contact us.

Write a letter explaining how your activity would benefit people, what skills you have, and what you will need for the activity.

Letters should be addressed to:

Hexford Residents' Group, High Street, Hexford HX92 3ZB

You want to run an activity at The Hexford Hub.

Write a letter to explain how your activity would benefit people, what skills you have, and what you will need for the activity.

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. information about the activities, their skills and what they might need.	1
2.1	Offers appropriate level of detail in order to fulfil purpose, e.g. information about the activities, their skills and what they might need.	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'.	
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> ', ' <i>I hope you will consider my ideas</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 run it for everyone ...</i> ' ; ' <i>It would help you to...</i> ' Final version to contain no more than two grammatical errors.	1
2.4	Includes at least one complex sentence as required, which uses an appropriate connective.	1
2.5	Capitalisation and punctuation used correctly in final version; no more than two capitalisation and punctuation errors in total.	1
2.6	Final version contains accurate spelling with no more than three errors.	1