

Pearson ESOL | Level 1 | Letter Writing Task 4

You see this job advert in the local newspaper.

Staff Required

Hexford Park Entertainment Centre is very popular with young adults.

We have a bowling alley, outdoor football pitch, fast food restaurants, a coffee shop, games area and places to sit and chat with friends.

We are looking for friendly, reliable and hardworking members of staff.

Duties will include:

- ▶ supervising sports and games areas
- ▶ serving food and drink
- ▶ taking payments
- ▶ helping with deliveries
- ▶ answering the telephone
- ▶ managing email bookings.

The centre is a very busy place. You will need to have plenty of energy and be good at working as part of a team.

You should be confident when talking to people and have good IT skills.

Please send your letter of application to:

Mr Jones, Hexford Park Entertainment Centre, Hexford HX10 3QQ

Write a letter to apply for the job at Hexford Park Entertainment Centre.

In your letter you must describe yourself and your experience, say why you want to work at the centre and why you think you are the right person for the job.

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. skills needed for job, previous experience with handling money and service, sports experience, familiarity with IT.	1
2.1	Offers appropriate level of detail in order to fulfil purpose, e.g. details of previous experience, evidence of IT skills, accounts of teamwork.	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 look forward to hearing from you soon.'	1
2.4	Final version of letter makes grammatical sense, e.g. correct tense, subject-verb agreement and pronoun use such as 'I have lots of experience of supervising sports matches.' 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