

Pearson ESOL | Level 1 | Letter Writing Task 5

You see this article in your local newspaper.



Save Brantley Post Office

Brantley Post Office will close next year when the manager, Peter Parsons, retires. The post office has been at the heart of the community for the last 30 years, and provides vital services to local residents. They go there to send and collect their letters and parcels, and to pay their bills. Local people also use the post office to buy newspapers, cards, stamps and foreign

currency. They are worried that when it closes, they will have to catch the bus to the post office in Farnsend, which is 10 miles away. There is just one bus a day, and the post office is only open in the mornings.

How will the closure of Brantley Post Office affect you? Write to us to give your opinions, and help save Brantley Post Office. Say how and when you use it and why you think it should stay open.

Write to: The Editor, The Brantley Times, Brantley BY1 7RG

You want to help keep Brantley Post Office open.

Write a letter giving your opinions on why the post office should stay open.

You will need to include details of how and when you use the post office and why you think it should stay open.

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. details of how and when the post office is used and opinions on why it should stay open.	1
2.1	Offers appropriate level of detail in order to fulfil purpose, e.g. details of how and when the post office is used and opinions on why it should stay open.	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. Thank you for taking the time to read my letter.	1
2.4	Final version of letter makes grammatical sense, e.g. correct tense, subject-verb agreement and pronoun use such as ' <i>I use the post office every day.</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