



Writing Part



PART OF **nocn** GROUP

Writing Part

Learners have to produce two pieces of writing:

Task 1: Formal task (choose one out of two)

Task 2: 1 Informal task (compulsory)

- Formal task: letter, e-mail, article, report, review, essay
- Informal task: letter or e-mail

Plan for Formal Task 1: **Formal letter**

My full name
My address and postal code
My area
My phone number or email

Date

Recipient's name or Company name
Recipient's address and Postal code
Area

Dear Sir/Madam, (unknown recipient)
Dear Mr./Mrs./Ms. + Surname (known recipient)

Introduction: The purpose of your letter and comment

Body : May use the suggested ideas

Conclusion: Sum up

Yours faithfully, (unknown recipient)

Yours sincerely, (known recipient)

Full name

Signature

Jane E. Powell
120 Solonos street, 10681 Athens,
Greece
Telephone number: 2103300010

December 15, 2023

Customer Service Department
24 Park Avenue, QA1456 Sheffield,
United Kingdom

Dear Sir/Madam,

I am writing to complain about a washing machine I bought from your shop last week. Having been a customer of yours for years, I was utterly disappointed with my last purchase.

On Tuesday December 7th, the washing machine was delivered and fitted by your technicians. I washed one load of clothes and noticed a burning smell coming from the machine. I rang Mr. Jones, the sales assistant who sold the machine to me and explained what had happened. He was very apologetic and promised to resolve the problem.

The technician arrived the following day and claimed that my new washing machine needed a spare part, but I replied I wanted a new machine immediately as it was obviously faulty and I had only bought it two days before. Consequently, I visited the shop in Walsall and demanded to see the manager who gave me your address to write to.

I do hope that this matter will be resolved immediately to my satisfaction. Hopefully, I will be given either a new appliance or a refund. I am looking forward to a prompt reply.

Yours faithfully,

Jane E. Powell

To: je.powell@hotmail.com
From: info@company.gr
Subject: Replacement of damaged washing machine

Dear Sir/Madam,

I am writing to complain about a washing machine I bought from your shop last week. Having been a customer of yours for years, I was utterly disappointed with my last purchase.

On Tuesday December 7th, the washing machine was delivered and fitted by your technicians. I washed one load of clothes and noticed a burning smell coming from the machine. I rang Mr. Jones, the sales assistant who sold the machine to me and explained what had happened. He was very apologetic and promised to resolve the problem.

The technician arrived the following day and claimed that my new washing machine needed a spare part, but I replied I wanted a new machine immediately as it was obviously faulty and I had only bought it two days before. I visited the shop in Walsall and demanded to see the manager who gave me your address to write to.

I do hope that this matter will be resolved immediately to my satisfaction. Hopefully, I will be given either a new appliance or a refund. I am looking forward to a prompt reply.

Yours faithfully,
Jane E. Powel

Plan for Formal Task 1: **Article**

Title

Introduction

The opening sentence should introduce the subject.

Have you ever...., Nowadays, These days, Everybody..., If you

Body

2nd paragraph & 3rd paragraph: May use the suggested ideas

Conclusion

Sum up the article to make a final point.

I hope...As far as I am concerned.... I firmly believe....It goes without saying... Eventually....In general...

Should teenagers have a part time job?

Are part time jobs good or bad for a student? This is an interesting question that concerns almost half of high school students. Jobs provide students with many different qualities, but at what cost?

On the one hand, one benefit of having a job is that it builds character in oneself. Having a kind of responsibility at work and working with others builds a person's leadership and teamwork abilities. Students also have the capacity to earn some extra money to help pay for their needs and, at the same time, it allows them to get a sense of independence as they do not always rely on parents financially.

On the other hand, although a beneficial balance of school, extra curricular activities and employment can be productive, it is often difficult to maintain. If a student intends on studying at university, they should only hold very minimal and flexible employment. Teenagers may end up neglecting their studies because they spend most of their time working.

All things considered, I hold the view that we all need to earn a living, especially during our study years. However, we also need to remember that we must focus on what is more important in the long run.

Plan for Formal Task 1: **Report**

Title

Introduction

Sets the stage for what is included in the report and provides background information on why the data in the report was collected.

This report is to offer information about.....

Body

It is separated into subsections, with subheadings that highlight the specific point to be covered in that subsection.

Benefits, drawbacks, location, cost, risks, accommodation, transport, facilities, service, activities, transport

Conclusion & Recommendation(s)

The conclusion often suggests how to use the data to improve some aspects/resolve problems and recommend additional research.

I would definitely recommend as it would be.....

Report on Spanish course in Malaga College

Introduction

This report is to offer information about the Spanish course I attended in Malaga College, in June. I was asked to present my findings by twenty July .

The course

The teachers were friendly and available to help, but their teaching methods were old-fashioned. In particular, emphasis was placed on written grammar, while there was very little practice on spoken Spanish.

Accommodation - Activities

Living in a shared apartment with four or five colleagues was really satisfactory. Also, we were offered a dynamic, interesting and leisure programme. All activities helped socializing in a learning environment and as a consequence, we managed to increase our knowledge of Spanish culture.

Conclusion - Recommendations

To sum up, I believe that the Spanish course in Malaga College was quite efficient, as it combined learning the Spanish language with knowledge of the Spanish culture. However, I would suggest the amelioration of teaching methods; for example, the integration of technology into the lessons, so that the course will be definitely recommended.

Plan for Formal Task 1: **Review**

Title (film, book, play)

Introduction

Give background information.

I recently went to/attended/saw..., The film is directed byandis in the lead role - A few weeks ago I had the opportunity to read it was written by....., it tells the story of

Body

Give information about the plot , the special effects, acting, the music and emotions the movie arises.

The film/story is about/tells the story of..., It is set in...

Conclusion

Make a final point. Recommend it or not.

To sum up, I really feel that...is an excellent/enjoyable choice, It was an amazing experience, I am afraid I cannot recommend, One thing that is definitely missing/needed is....

“Gulliver’s Travels”

A few weeks ago I had the opportunity to read “Gulliver’s Travels”, written by Jonathan Swift and published in 1726. It is an adventure and fantasy story about a well-educated and experienced surgeon named Lemuel Gulliver who is telling the readers about his adventures.

Gulliver's journey is divided into four parts. The first part is about a country called Lilliput with thousands of tiny people. In the second part, he describes his adventures in the country of Brobdingnag where giant people live and then he travels to the island of Laputa, a special place where theoreticians and academics tyrannise people from Balnibarbi. Lastly, the fourth part leads us to an unknown land where he meets thinking horses.

"Gulliver's Travels" is a very well written book and it is suitable for all ages. The characters of the story are not realistic, but it makes you think that in real life we sometimes come across strange people, ideas or situations. The book is also illustrated with colourful photos along with descriptions of them. In this way, we get a better idea of what the worlds Gulliver visited were like.

To sum up, I really feel that “Gulliver’s Travels” is an excellent choice for readers of all ages. It is also ideal to those who enjoy fantastic stories and adventures.

Plan for informal task 2 : **Informal letter**

My Address

Date

Dear/ Hi + name,

Introduction

A warm greeting and then the purpose of your letter.

Body

may use the suggested ideas.

Conclusion

Sum up

Lots of love,

Name

December 15, 2018

Hi Helen,

Thanks for you last letter. Hope everything went well with your exams. I'm writing to tell you what I have been doing this week. It was a busy one, I must say.

On Monday, went to school as always, but I stayed late to have an extra English lesson. It was a rather long session, but I enjoyed it. On Tuesday evening, I went to my grandma's house for tea. I love visiting my grandma as she spoils me and lets me have my favourite sweets.

On Thursday afternoon, I visited my friend and we decided to go to the cinema. We watched a comedy about a group of children and their dogs. The weekend, though, was the best! I went shopping with my mum because I was invited to a birthday party.

So, back to school on Monday morning. I am looking forward to Christmas holidays!!! You'll be here in 10 days, won't you? I can't wait to see you!!!

Kisses,
Liz

To: lizp@hotmail.com
From: helend@gmail.com
Subject: My news

Hi Eleni,

Thanks for you last letter. Hope everything went well with your exams. I'm writing to tell you what I have been doing this week. It was a busy one, I must say.

On Monday, went to school as always, but I stayed late to have an extra English lesson. It was a rather long session, but I enjoyed it. On Tuesday evening, I went to my grandma's house for tea. I love visiting my grandma as she spoils me and lets me have my favourite sweets.

On Thursday afternoon, I visited my friend and we decided to go to the cinema. We watched a comedy about a group of children and their dogs. The weekend, though, was the best! I went shopping with my mum because I was invited to a birthday party.

So, back to school on Monday morning. I am looking forward to Christmas holidays!!! You'll be here in 10 days, won't you? I can't wait to see you!!!

Kisses,
Liz

TASK 1: 100 – 150 WORDS AND TASK 2: 150 – 200 WORDS Points range from 0-12

Marks	3	2	1	0
Range of Vocabulary and Spelling	Learner demonstrates effective use of nouns with 80% accuracy in spellings of unfamiliar vocabulary. Appropriate use and range of vocabulary relevant to the level and context throughout. Uses present tense forms accurately and 3-5 adjectives correctly.	Learner demonstrates some appropriate use of vocabulary. Nouns are used well and spelling basic vocabulary is correct, although spelling errors do occur in complex structures but these do not exceed 30%. Despite errors, vocabulary is correctly applied to content. Uses 2-3 adjectives correctly.	Learner demonstrates limited use of appropriate vocabulary. 1-2 adjectives used correctly and spelling errors of complex words do not exceed 40%. Conjunctions are used effectively and more complex linking words are mostly accurate with 3-4 errors.	Illegible text and incorrect use of vocabulary throughout. No evidence of adjectives. Conjunctions are used ineffectively. Spelling is weak; around 50% misspellings in unfamiliar vocabulary. B2 writing is unaccomplished. Final product is insufficient.
Accuracy and Grammar	Learner produces text using basic grammar accurately, and 20% of errors occur with more complex grammatical forms. Errors do not impede general comprehension. Punctuation is used accurately throughout with accurate word order. Attempts range of verb forms.	Learner uses basic grammar accurately. 30% of errors occur with more complex grammatical forms. Errors do not impede general comprehension. Punctuation errors occur and attempts at a range of complex verb forms shows evidence of errors. Shows understanding of phrasal verbs and conditionals at B2.	No errors in simple sentences. 40% of errors occur in more complex grammatical forms, punctuation and word order. Tense forms may be inaccurate but there are attempts at a range of complex structures, although some comprehension is impeded.	Learner does not produce a comprehensible text. Several errors in punctuation. Little or no understanding of grammatical forms and tenses are inaccurate throughout 50% and above.
Format	Learner recognises the difference between formal and informal texts and can demonstrate use of appropriate salutations and style/genre of language. Effective use of paragraphs showing logical cohesion and organisation of ideas at all times. Fluid and smooth sentences. Correct punctuation.	Learner demonstrates awareness of the difference between formal and informal texts and can demonstrate use of appropriate salutations and style/genre of language, though this may not be maintained throughout the text. 30% of errors with format: Paragraphs are used showing logical cohesion and organisation of ideas most of the time and sentences are fluid and smooth with punctuation.	Learner may not demonstrate awareness of the difference between formal and informal texts but can demonstrate use of appropriate salutations in most instances; there may be errors with style/genre of language. 40% of errors with format: Paragraphs do not always show logical cohesion and organisation of ideas but are punctuated.	No demonstration of the awareness of the difference between formal and informal texts and unable to demonstrate appropriate salutations. No evidence of effect paragraphing to show logical cohesion and organisation of ideas. No basic sentence structure in, or understanding of, formal/informal texts.
Content	Learner demonstrates a thorough understanding and awareness of task and content is relevant with coherently linked ideas. Learner understands the question and provides answers with elaborated ideas. Writing is tidy and legible.	Learner demonstrates some understanding and awareness of the task. Learner understands the question but response limited in depth and ideas not written at length, but showing some elaboration at B2. Untidy, illegible writing.	Learner demonstrates limited understanding and awareness of the task yet understands the question. Unable to execute an effective answer. Two points are covered for B2. Untidy, illegible writing.	Learner does not produce text relevant to the context of the task. No understanding or awareness of the task requirements. Attempted answer does not fully meet the word count required and is incomplete. Untidy and illegible writing.