

Key

- Red = mistake
- Green = fixed
- Yellow = could be better
- Blue = a better option
- Purple = spelling



You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help.

Write a letter to this friend. In your letter

- give details of your study plans
- explain why you want to get a part-time job
- suggest how your friend could help you find a job

Original	Rewrite
<p>Dear Stacy,</p> <p>How're you doing? Hope you and your family are doing well. I've got admitted to X University of London for my MSc in Anaesthesia. Hopefully, I'll fly to London next month. To support X financial and get some work experience, I'm planning to get a part-time job. I'm hoping that you can help me to find a suitable work for me. – <i>this sound too formal for an informal letter</i></p>	<p>Dear Stacy,</p> <p>How are you doing? Hope you and your family are doing well. I've been admitted to the U University of London for my MSc in Anaesthesia. Hopefully, I'll fly to London next month. To support myself financially and get some work experience, I'm planning to get a part-time job, so I was hoping that you can help me to find a suitable job for me.</p>



- You had some chit-chat at the start which felt natural
- You have made the purpose of your letter clear – well sone



- **Incorrect contraction** – We definitely want to use contractions in an informal letter, but you cannot contract a question word and an auxiliary verb
 - **How're** you doing?
 - **How are** you doing?

What you need to contract are subjects and verbs i.e. I'm / They're / He's / It's etc
- **Incorrect collocation** - you **are** admitted to a course (you don't "**get** admitted")
- **Articles:** This is a common error. The word "work is uncountable. This means you can say:
 - find **a job** OR find **work** but not
 - find **a work**

- **Tone:** The final two sentences that I have highlighted in grey feel quite formal for a letter to a friend. Tone is the most difficult part of an informal letter, so be careful that your sentences sound natural. Often shorter sentences are better:
 - *To support myself financially and get some work experience, I'm planning to get a part-time job. I'm hoping that you can help me to find a suitable job for me.* = long and formal
 - *I think I'm going to have to find a part-time job to pay for my rent, so I was hoping that you could help me look for one.* = short and informal

Original	Rewrite
<p>My classes will begin on 2nd July and I'll arrive in the London on 20th June. I want to pursue a career in the field of healthcare professionals in my home town and want to take benefits of X specialized approach to Anaesthesia and scrub nurse that this course provides. Nurses of this field are very demanding in every nation. This is why I have decided to enrol in this course. I plan to finish at on-time and learn as much as possible.</p>	<p>My classes will begin on 2nd July and I'll arrive in the London on 20th June. I want to pursue a career in the field of healthcare professionals in my hometown and want to take benefit of the specialized approach to Anaesthesia and scrub nursing that this course provides. Nurses in this field are in demand in every nation. That's why I have decided to enrol in this course. I plan to finish it on-time and learn as much as possible.</p> <p style="text-align: center;">SEE MY REWRITE BELOW</p>



- You have relatively few grammar errors



- **Incorrect tone:** Read this paragraph again. Would you really write like this to a friend? I wouldn't. This sounds like a formal letter – almost like you are applying for a job or writing for a newspaper. An informal letter would look like this:

My classes will begin on the 2nd of July, but I think I'll arrive a couple of weeks earlier, so I get a chance to settle in and find somewhere to live. I'm so excited about the course, Stacey – I'm going to learn so much more than I would if I went to college in India. In fact, some of the approaches they described in the admission booklet, I've never even heard of before!

Do you see the difference? It is really important that you pay attention to this. I think the quickest way to make sure you have right tone is to imagine that you are really writing to a friend. I know that IELTS is a “formal test” but in an informal letter, using shorter sentences, simpler grammar, and phrasal verbs is actually the key to a high score.

- There are a few collocation errors here:
 1. take **benefit from**
 2. are **in demand**
 3. **in this field**

Original	Rewrite
<p>To assist in covering = <i>formal</i> my tuition fees and get job experience, I intend to do a part-time job, specifically in the medical firm. = <i>too formal and you already told me half of this in the opener</i> Hope – where is the subject? my BSc in Anaesthesia would be helpful for that. I hardly know anyone in London except you and I know that you have a wide social network there that you can use to manage a job for me. – <i>you are supposed to be ASKING for help</i> I have forwarded my curriculum vitae on your email address – <i>this is so formal!!</i> and I'm expecting that you can find a suitable job before my arrival to London. – <i>this is RUDE!!!</i> I would be indebted for your support.</p> <p>Anyway, I look forward to hearing from you soon. – <i>this is a closer for a FORMAL letter!</i> Stay fine healthy and see you soon in there.</p> <p>Best wishes, Janny.</p>	<p>To assist in covering my tuition fees and get job experience, I intend to do a part-time job, specifically in the medical firm. I hope my BSc in Anaesthesia would be helpful for that. I hardly know anyone in London except you and I know that you have a wide social network there that you can use to find a job for me. I have forwarded my curriculum vitae on your email address and I'm expecting that you can find a suitable job before my arrival to London. I would be so grateful for your support.</p> <p>Anyway, write back when you can to let me know if you can help. Stay fine and healthy and see you there soon.</p> <p>Best wishes, Jenny.</p> <p style="text-align: center;">SEE MY REWRITE BELOW</p>



- The tone in this final paragraph has moved from formal to almost rude!** You cannot tell your friend that you “expect” then to find you a job! You are asking for a FAVOUR!!! You need to use the language that I explain in this lesson to do that in an informal yet polite way:
<https://www.myieltsclassroom.com/programs/letters-of-request-and-enquiry>
 You needed to write something more like this:

The only problem is that the course is really expensive, so I'm going to have to work cover my tuition fees. I was hoping to get a part-time job in a medical firm. Hopefully my BSc in Anaesthesia will help me to do that. Stacey, is there any chance you could forward my CV to some local hospitals? I've tried to look at job vacancies in London here, but it is hard when you are not in the country. Also, maybe some of your friends who are doctors might know of a current vacancy or have a contact who does? I would be so grateful if you could ask them if they do.

Band score and comments

Task response	5.0	<p>You have covered all of the bullets, but the problem here is TONE.</p> <ul style="list-style-type: none"> In the first paragraph, you are just too formal in places, which the examiner will consider to be “mixed tone”. However, in the body of the paragraph, you are almost entirely formal, and in the final paragraph, your letter is actually rude (You cannot tell a friend that you “expect” them to find you a job!) so this means that you have the “incorrect tone”. <p>You should be asking in a friendly but polite way for them to help you! Look at my re-writes for help here.</p>
Coherence & cohesion	6.0 / 7.0	<p>You have clear paragraphing and your letter is easy to read. However,</p> <ul style="list-style-type: none"> there are very few discourse markers to show the connection between paragraphs (why did you tell your friend all of that information about the course, for example?). <p>Try to imagine that you are really writing this letter – that will help you to sound more natural. Watch lesson 13 (Letters of Explanation and News for more help with discourse markers)</p>
Lexical resource	8.0	<p>You have enough lexis to write effectively, but your word choices are often too formal for this type of letter. Also, there are a number of errors with the higher-level lexis (particularly with prepositions), so not a clear 8.0 this time.</p>
Grammar	7.0	<p>You have enough complexity for a 7.0, but there are too many errors for anything higher. Your focus moving forward should be accuracy.</p>
Overall band score	<p style="text-align: center;">6.5</p> <p>You have written a nice letter, but it is not an INFORMAL one. Tone is so important for GT Task 1 – watch the lessons again and focus on the grammar structures that I show for informal letters. If you can learn these, this score will move up quickly.</p>	