

## WRITING TASK 1

You should spend about 20 minutes on this task

**You and your family are living in rented accommodation in an English-speaking country. You are not satisfied with the condition of some of the furniture.**

**Write a letter to the landlord. In your letter:**

- **introduce yourself**
- **explain what is wrong with the furniture**
- **say what action you would like the landlord to take**

Write at least 150 words.

You do not need to write any addresses.

Begin your letter as follows:

Dear .....,

Dear Mr. Richardson,

My name is Tommy Lam. My family and I ~~have~~ moved into your apartment of Flat 1A, ABC Building, ABC Town last Friday. However, I ~~have~~ realized that the condition of the ~~sleeping main~~ bed ~~and as well as the~~ stove is ~~not less than~~ ideal and hence, I am writing to inform you about the situation ~~and ask for your~~ help in rectifying it.

The stove in the kitchen is not working properly. When I tried to turn ~~it on the stove~~, there ~~are were~~ some ~~unusual and startling gurgling~~ noises, ~~which is unusual emanating from it.~~ ~~In addition~~ Regarding the bed in the master bedroom, one of the sleeping bed's legs in the master room is broken, and the mattress is missing a mattress.

As the condition of the ~~above-mentioned items of~~ furniture ~~in the accommodation~~ is ~~not~~ satisfied currently unsuitable for us to occupy the flat, +we have ~~had~~ to stay in a serviced apartment in the interim until these ~~se~~ problems ~~mentioned above~~ are resolved.

I would be most grateful if you could ~~have repair~~ the stove ~~as well as the and~~ bed ~~repaired~~ and ~~buy~~ arrange for the bed to be fitted with a new mattress ~~for me.~~ Moreover, I would like to request ~~a waiver of the that you waive the~~ rent for the first 2 weeks ~~because as I cannot have not been able to~~ use ~~your~~ those essential facilities in your apartment.

I look forward to your response.

Yours faithfully,

Tommy

## TA

You've presented a clear purpose (however, see my comment in the next paragraph). The tone is consistent and appropriate. You've clearly presented and highlighted the bullet points.

In the opening paragraph, as your purpose, you wrote "I realized that the condition of the sleeping bed and stove is not ideal and hence, I am writing to inform you about the situation". However, your main purpose is mainly to ask for the reader's help to resolve the problems. This should be stated at the beginning (with details of the problems described later) in order to spare the reader from the suspense of not knowing your purpose until the end of the letter (do you want to leave? do you want a refund?)

## CC

You've logically organised information and ideas; there is clear progression throughout. You've used a range of cohesive devices appropriately (apart from one minor inappropriacy – *In addition* – see text).

The final request ("*I would be most grateful if you could...*") could start a new paragraph.

Try to avoid *under-using* referencing. For example, "The stove in the kitchen is not working properly. When I tried to turn on the stove..." (see suggested correction in text)

## LR

You've used a sufficient range of vocabulary to allow some flexibility and precision, and used some less common lexical items with some awareness of style and collocation. There are occasional errors in word choice, and/or word formation.

Some less common vocabulary/collocations:

- in the interim
- I would be most grateful if you could...
- a waiver
- (collocation) moved into ... apartment
- (collocation) problems ... are resolved

Some suggested corrections:

- "the master room" should be "the master bedroom"
- "Sleeping bed" should be just "bed". Note: this type of basic error could limit your overall score.
- "is not satisfied" should be "is less than satisfactory". Note, this error could also limit your score.

Some suggested improvements:

- "request a waiver of..." is ok, but to me, the noun form *waiver* can sound a bit formal/legalistic. To avoid this, I would use the verb form *waive*: "...request that you waive...".
- "the mattress is missing" is probably ok in this context (i.e. it will be correctly interpreted by the flat owner), but 'is missing' normally means something is lost/has disappeared ☺ Therefore, see my suggested correction in the text for avoiding the potential ambiguity.

## GRA

You've used a variety of complex structures and produced frequent error-free sentences. You have good control of grammar and punctuation but may make a few errors.

Some grammatical errors to avoid in general:

- Don't mix present perfect with a specific time. For example, "My family and I have moved ...l a s t Friday." (Instead, use past simple with a specific time – see text)
- Don't mix past tense with present tense. For example, "When I tried to turn on the stove, there are some noises (Instead, use consistent tenses for multiple events of the same time – see corrected text) (Note, this type of simple tense error could limit your overall score)
- "I have to stay" means "from now", whereas "I have had to stay" includes from some time in the past until now and possibly into the future (depending on the current state of affairs).
- Remember to use a comma (shown below in red) to separate independent clauses of a compound sentence: "...sleeping bed and stove is not ideal, and hence, I am..."