

Formal letter

(Test 2, Part 2, Question 3)

Script A: Good answer

Dear Ms Rodick,

I am writing to apply for your drama summer course which I saw advertise in the local newspaper. I am twenty-four years old and I am studying history of art at college. I would very much like to attend the drama course because I love acting and I am very keen to improve my skills. I would love to work in the theatre in the future.

I have had a passion for acting and dancing since I was ten years old. I have some experience for acting in school plays and dancing in a local ballet group. I have always enjoyed performing in front of an audience. I attended two short drama schools in 2011 and 2012: the first one was a contemporary theatre one and the second was about seventeenth century Italian drama.

I would be available every afternoon and early evenings from Monday to Friday. At the moment I am doing some part-time work on Saturday mornings, but I would be free the rest of the weekend.

I look forward to hearing from you.

Yours sincerely,

Alecia Brown

Examiner comments

This letter is very **well-organised**, with clear linking and paragraphing. It is written consistently in a suitably formal or neutral style. It **communicates** all the information successfully. The **content** is all relevant – the reader would be informed about the writer's reasons for wanting to do the course, their experience and their availability. There is a good range of **language** of description, explanation and opinion. There are some small errors but they do not affect meaning.

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Script B: Satisfactory answer

Dear Cynthia Rodick

As soon as I saw the advertisement of this course, I decided to send you this letter to try to apply.

I would want to attend the course because I think this would be a good opportunity to learn and to enjoy myself. I have always dreamed of having a career in film. When I was young, I used to watching films and try remember all the words so I can act with my friends in our free time.

I have never been attending an acting or dancing course due to their expense so would more than grateful if I could attend your classes for free this summer. I acted in school plays when I was twelve and I loved it. My drama teachers said me I had a talent for theatre.

I am available everyday in the summer, but only in the afternoon and evening because I am going to work a summer job in the morning.

Yours sincerely,

Sergio

Examiner comments

The **content** is all relevant and the letter answers all the points required, so Ms Rodick would be well informed. The style is appropriately formal or neutral and the letter **communicates** the message successfully. The ideas are clearly **organised** with simple linking devices. There is an adequate range of **language**, with use of a variety of structures and vocabulary. However, Sergio has made a few tense errors when attempting more complex language.

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Script C: Unsatisfactory answer

Dear Ms Rodick,

I wanted to start ballet dancing at the age of eight , but my parents send me to piano lessons. At the age of fifteen, I went to see a ballet at the theatre for the first time. I saw the mixture of moves and interpretation of music, which is too difficult for me. It also shows a special way with other dancers and communicating with the audience. Now I would like to go to university to study languages, but the course is interesting.

I will be busy in the summer. Can you tell me how many days a week? I'd also like if you can give me the names of some of the teachers to write to them.

I hope this information is useful. I hope to hear from you soon,

All the best wishes

Millie Brown

Examiner comments

Millie has failed to address all the **content** points required, such as acting experience or days when she would be available (it is only three words above the minimum number). Her reasons for wanting to attend the course are unclear. There is also some irrelevant information about the nature of dancing. This letter does not **communicate** the information successfully. It would have a negative effect on Ms Rodick, who would feel Millie is probably not a very good candidate for the course. The letter is not well **organised**: Millie has not stated the purpose of the letter in the first paragraph and her closing greeting is too informal. There are some **language** inaccuracies, particularly in the use of tenses and complex structures.