

Solutions

2.1 Recruit helpers for the reading club; people able or interested in volunteering for the session. “Report trial results” does not match the invitation’s action details.

2.2 Attend a Friday preparation meeting at 16:00; email Mina by Thursday stating availability for both events. Saturday is not the application deadline.

2.3 Eighteen attended at least once; eleven returned for a second session. The sentence confuses the returning subset with all trial visitors.

2.4 For example, compare repeat attendance at otherwise comparable daytime and evening sessions. No such comparison was recorded, so another influence, such as the welcome or visitor availability, could explain return attendance. Accept a justified plan to investigate visitor reasons; an untested opinion alone earns no mark.

3.1 Award one point each for eighteen attending at least once, eleven returning, an accurate feedback detail, an appropriate evidence limit, the plan for another trial, and a coherent neutral summary ($6 \times B1$). Accept equivalent wording. Counts seven and four need their correct feedback categories. Suggested summary: “Eighteen adults attended at least one September evening reading session, and eleven came back for a second. Seven visitors mentioned the friendly welcome; four mentioned the books. The report gives no comparison with daytime sessions and does not count people who saw the advertisement but stayed away. It therefore cannot show that evening opening caused visitors to return. The library intends to run another trial before choosing its regular opening times.”

3.2 Local analytic rubric, one point each ($8 \times B1$): correct recipient/purpose; Saturday availability; Friday 16:30 conflict; accurate 16:00 meeting detail; feasible request such as a later briefing; helper role accurately described; polite conditional request without assuming approval; organised, understandable English. Accept any feasible alternative, not only this model. Example: “Dear Mina, I would like to help at the reading club on Saturday 17 October, and I can stay from ten until twelve. However, my lesson finishes at 16:30 on Friday, so I cannot reach the preparation meeting at four. Would it be possible to receive a short briefing afterwards or arrange another time? I understand that helpers prepare tables and guide visitors to books rather than teach alone. Please let me know whether this arrangement would be suitable before I confirm my place. If I cannot complete the preparation, I would be happy to join a later session. Thank you for considering my request. Kind regards, Lin.”