Solutions

Marking: **B1** one mark for each correct point; writing tasks are marked by levels for **Content** (task points covered and developed, right register for the reader) and **Language** (range, accuracy, organisation).

Each answer shows the evidence or plan, then the **result**.

2.1

- **Yours faithfully,**
- **Yours sincerely,**

2.2

- e.g. **"I am writing to apply for the position of helper at your summer sports camp, which I saw advertised on your website."**

2.3

- **(ii), (iv), (iii), (i)** (2); one pair wrong (1)

3.1

C

3.2

(a) greeting *Dear Sir or Madam* with *Yours faithfully* (or a name with *Yours sincerely*); a reason opening and an action close; one paragraph per task point

(b) Content (6): 5–6 all three points covered and developed, formal and polite throughout, a clear request or purpose; 3–4 all points covered, register mostly formal; 1–2 a point missing or register slips into informal. Language (6): 5–6 a range of formal vocabulary and sentence types, accurate, well organised in paragraphs; 3–4 some range, errors do not block meaning; 1–2 simple language, frequent errors.

Model (156 words):

Dear Sir or Madam,

I am writing to apply to be a volunteer guide at the City Museum, as advertised in last week's *City News*.

I have been interested in history since I was a child, and the museum's new gallery of ancient trade routes is one of my favourite places in the city. I would like to share this interest with visitors and, at the same time, gain experience of working with the public.

I am currently studying history and English at secondary school. Last summer, I helped at my school's open day, where I showed groups of parents around the building and answered their questions. As a result, I am confident speaking to adults and children.

I am available every Saturday and on Sunday mornings. Could you please let me know whether training is provided before volunteers begin?

Thank you for considering my application. I look forward to hearing from you.

Yours faithfully, Aisha Rahman