



# FCE Writing Critique and Correction

## Details

Name: (\*\*\*\*\*)  
Writing Task: (Letter of Application)  
Submitted: (10th January)  
Marked: (11th January)

## Instructions

Your submitted piece of writing appears on Page 3. We suggest you:

- 1) read our general feedback of your writing on Page 2.
- 2) read through your work on Page 3 and try to correct the mistakes using the marking codes below.
- 3) when you have corrected as much as you can turn to page 4 and compare your corrections with our own.
- 4) finally read our summary on page 5

## Marking Codes

- ^ Word or words missing
- ? Don't understand
- - Omit word
- C Capitalization error
- Gd Good use of English
- O Organisation lapse
- P Punctuation
- PE Poorly expressed/unclear
- R Register
- S Spelling
- SS Sentence structure
- WF Wrong form
- WO Word order
- WT Wrong tense
- WW Wrong word

## Writing Task

Writing Paper: Part 2

Task type: Letter of application

Question

You have seen the following job advertisement in your local youth centre.

**ACTIVITY CO-ORDINATOR WANTED!**  
(Weekends only)

- \* Would you like to work with young children aged 5-11?
- \* Do you have lots of energy?
- \* Are you an excellent swimmer?

If the answer to these questions is 'yes' then we want to hear from you. Our Children's Club is looking for someone to be in charge of a group of 10 children to teach them swimming and to do a range of other activities. Please send a letter to Mrs Sykes saying why you are suitable for the job.

Write your letter of application to Mrs Sykes. (around 140-190 words)

### General Feedback (according to FCE marking criteria)

#### Content

All main points in the task were covered and dealt with logically.

#### Organisation and Cohesion

The letter is clearly organised although you should remember to run sentences to the end of the line and only finish half way across the line at the end of a paragraph (\*).

#### Range and Accuracy

There was sufficient vocabulary to answer the question fully with a good understanding of common collocations. In general the letter is accurately written although the use of present and past simple was sometimes incorrect.

#### Register and Format

The letter was written in an appropriately formal style, and the start and end of the letter created a very professional tone.

#### Target Reader

The person reading the letter would be fully informed and the letter would have a very positive effect.

## Feedback: Indicated Mistakes

Dear Mrs Sykes

With reference to your job advertisement in the youth centre (P) I would like to apply for the post of Activity Co-ordinator. (Gd)

I am 19 years old and a student of sport science. I think I am especially suitable for the job as I already take care (WT) of children for 4 years.\*

Since the summer 2006 I work (WT) for the well-known summer camp "Have Fun".

(^) The last two years I was (WT) in particular responsible for the age group of 5 – 12.

Apart from my ability to get on well with children quickly, I have very good organisation (WF) skills and a swim (WF) and riding instructor licence.\*

Furthermore I am a very creative person (P) for instance, my pool sing (?) contest last year was voted as (-) the most popular activity in the previous year.

There are (WW) lots of ideas and energy left (-) and it would be a great pleasure for me to supervise another children (WF) group.

I very much hope that my experience is convincing and look forward to hearing from you soon. (Gd)

Yours sincerely

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## Feedback: Corrected Task

Dear Mrs Sykes

With reference to your job advertisement in the youth centre, I would like to apply for the post of Activity Co-ordinator.

I am 19 years old and a student of sport science. I think I am especially suitable for the job as I **have already taken care/have been taking care** of children for 4 years. Since the summer 2006 I **have worked/have been working** for the well-known summer camp "Have Fun". **For** the last two years in particular I **have been** responsible for the age group of 5 – 12.

Apart from my ability to get on well with children quickly, I have very good **organisational** skills and a **swimming** and riding instructor licence. Furthermore I am a very creative person. For instance, my **pool singing (?)** contest last year was voted the most popular activity in the previous year.

**I have** lots of ideas and energy and it would be a great pleasure for me to supervise another **children's** group.

I very much hope that my experience is convincing and look forward to hearing from you soon.

Yours sincerely

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## Feedback: Summary

This work **IS** of a standard we would expect from a student preparing for the FCE exam. To maximize your chances of getting a good grade you should work on the following areas:

- **You must** check your use of present perfect for ‘time up till now’.
- **You should** make a note of the corrections in word forms (WF).
- **You could** remember to write to the end of a line and only finish halfway across at the end of a paragraph.

This is a good attempt at the task. You’ve given a full a thoughtful answer to the question and organised the letter well, using excellent linking words and cohesive devices. (See below regarding paragraphs). It is also written in an appropriate, semi-formal register.

The main thing to revise is your use of the present perfect, when you want to link the past with the present and express the meaning ‘time up until now’. ‘Since’ as in ‘Since the summer 2006’ and ‘For the last two years’ are perfect examples of where you are linking the past with the present and need to use the present perfect.

There a few mistakes in word forms as well so you should read through your work to check for this in future.

Finally, it’s important to remember that we end a sentence halfway along a line at the end of a paragraph otherwise your work looks like a list of sentences.