

A museum near your home is looking for people to do part-time voluntary/unpaid work. You would like to do some voluntary/unpaid work at the museum.

Write a letter to the museum director to apply for the voluntary/unpaid work. In your letter:

- * explain why you want to do voluntary/unpaid work at the museum
- * describe some skills and qualities you have that would be useful
- * give details of when you would be available for work

Dear Sir or Madam,

I am writing to apply for the part-time voluntary position of tour guide that you advertised on your official website.

I was very excited when I saw this recruitment post on your website, because I have been always dreaming to land an art-related job. To tell you the truth, I am a big fan of classic and modern art collections, so it is an excellent chance for me to know more about them and spread the relevant knowledge to our visitors.

1. You have already seen the post so you need to use past tense.

As I major in design at Parsons College currently, and I chose museums as my optional project, I have collected tons of information about museums and their antiques, so I think I am an ideal candidate. In addition, I have been to 31 museums all around the world including world-renowned galleries and museums such as the Louvre Museum, National Gallery London, and Museum of Modern Art. These experiences have made me knowledgeable in this field not only on paper.

1. **Hence** doesn't fit because of **as**. If you delete **as** you could have hence.
2. **Tons** seems a bit informal
3. **Entitled** makes it seem like you have the right to work their "you buy a house you are entitled to live there all rented out"

I am available for the upcoming two months from 1st October, as they are in my summer holidays. In the meantime, I am glad to tell you that I live just within 15 minutes walking distance from your museum, which means I do not have to spend much time on commuting and more time can be allocated to the museum.

1. Don't write would be ... Use that for unlikely or imagined situations "living on the moon would be fun" "living on the earth is fun".
2. write words for numbers 1 to 10 unless they
3. Sentence one is okay but you need to tell me more about your availability such as what time of the day you can start and finish. Can you work weekends?
4. Sentence two is not okay. Your commute to the museum is not relevant. You weren't asked how easy it is to get to the museum... This would only be relevant if you were saying you're on call due to living close by.

I am looking forward to your reply. If you have any questions, please feel free to contact me.

Yours faithfully,

Sam Olivia

	Grade	
Task Achievement	6-7	<p>✓ 150 -190 words</p> <p>✓ the purpose of the letter is clear</p> <p>excellent</p> <p>* all three bullet points are responded to well</p> <p>the that question was answered badly... Just one sentence on topic and this could be a reason to not get seven</p> <p>✓ an appropriate tone is used throughout</p>
Cohesion and Coherence	7	<p>✓ good overall structure</p> <p>✓ paragraphs start with a phrase that indicates the bullet point/question the paragraph responds to</p> <p>✓ paragraphs focus on a single idea/bullet point / logical paragraph development</p>

		close to eight... The errors with tenses a lot
Vocabulary	7	<p>✓ appropriate word choices / control of word endings/forms</p> <p>✓ spelling is correct</p>
Grammar	6	<p>✗ articles (a, an, the)</p> <p>✗ sentence structures are correct</p> <p>too many errors with tenses</p> <p>Be very careful how you use WOULD or just don't use it!</p> <p>✓ punctuation is correct</p>
Overall	6.5	<p>Two main issues:</p> <ol style="list-style-type: none"> 1. you did not stay sufficiently focused on question three 2. errors with tenses