

Recently you had a holiday overseas and you stayed with a family member who has just sent you a letter and some photos of your holiday.

Write a letter to your family member. In your letter:

- thank him/her for the photos and for the holiday
- explain why you didn't send a letter earlier
- invite your family member to come and stay with you

Dear Tom,

[note that a native writer might write hope like you did but it's not grammatically correct and not okay for your test. This is an example of ellipsis or leaving out a grammatical element.]

I hope this letter finds you well. I received the beautiful photos you sent last week but there were some work problems **preventing me to send** you a letter earlier. I would like to say that I really enjoyed the holiday I spent with you in the past one month.

1. This is too long in the introduction and commented on the first two bullet points already. I suggest "I hope this letter finds you well. **I am writing to** thank you for the photos and for the wonderful vacation I had"

I would like to say thanks to you. During the past month we visited many interesting galleries and stunning mountains that I have never seen in my country, and every place has **left me with an** unforgettable memory. The photos you took are excellent and I will stick them on the wall of my living room.

1. You could do a better job of more directly thanking him for the holiday "**I really appreciate** you being a wonderful host and showing me so many amazing places"
2. "Thank you also for the photos.."

I feel sorry that I did not send you an email until now. However, recently **I got buried under an overloaded of work** and I had to tackle those issues as soon as possible otherwise my manager would blame me and my bonus may be decreased.

1. You can write earlier or answer now but not both
2. a better way to phrase the part in bold is "**I got buried in work**" or "I was overloaded at work"

But do not worry, I have already dealt with those problems and everything is okay now. Finally,

I would like to invite you to my house to stay with me two months later. We can have many chances to go to museums and places of natural beauty, and my parents would also like to see you in person. If you would like to come, please tell me your availability. ["When you are available"]

1. better to start the paragraph with what it's about which is not about not worrying it's about inviting the person to your house "Now that I'm not so busy I would like to invite you to come and stay with me" of "Finally, I would like to invite you to come and stay with me"

I am really looking forward to seeing you in the near future.

Yours sincerely,

Sam Smith

	Grade	
Task Achievement	7+	<ul style="list-style-type: none"> ✓ 150 -190 words ✓ the purpose of the letter is clear this could be better ✓ all three bullet points are responded to well the response to question one could be better ✓ an appropriate tone is used throughout I did consider eight I just feel the purpose could be better and the response to question one... Both of these together resulted in you not getting to 8.
Cohesion and Coherence	7-8	<ul style="list-style-type: none"> ✓ good overall structure ✓ paragraphs start with a phrase that indicates the bullet point/question the paragraph responds to ✓ paragraphs focus on a single idea/bullet point / logical paragraph development the issues with task achievement are what send me here as well
Vocabulary	7	<ul style="list-style-type: none"> ✓ appropriate word choices / control of word endings/forms close to 8 ✓ spelling is correct
Grammar	7	<ul style="list-style-type: none"> * articles (a, an, the) * sentence structures are correct too many errors for eight ✓ punctuation is correct

Overall	7	<p>You just need a bit of fine tuning</p> <ol style="list-style-type: none">1. Keep the first paragraph clear and concise focused on giving the purpose "the reason I'm writing is"2. start each paragraph with a phrase that sends a signal to the reader as to which your answering