

Part 1: Short Communicative Messages

- Write in about 80 words.
- Do not write too short or too long! Be concise!
- Target Performance Level: A2

Sample Question

You received an e-mail from your friend, Eliza who is looking for some advice.

Hi,

How are you doing? I hope you're doing well. I'm writing to ask if you have some suggestions on what I can do to celebrate my sister's birthday. I've thought about some ideas, but I couldn't seem to make a decision.

Her birthday is in two weeks. What do you think I should do?

Write back soon.

Eliza.

Sample Answer

To : eliza@hellomail.com
From : rania@hellomail.com

Hi Eliza,

I'm doing fine. I hope you've been well too. You seem very excited about your sister's birthday. I think two weeks is enough time for you to prepare for the celebration, so don't worry.

To begin with, you could enlist the help of your family members to surprise your sister. Maybe you could cook her favourite food or bake her a cake and then surprise her at midnight. If your sister doesn't like surprises, you could simply buy her something she likes and congratulate her.

I hope that helps.

Rania.

how to answer

- Say hi to your reader.
- Make comments about the email you received.
- Use cohesive devices and simple connectors.
- Give example/ explanation if needed.
- Write a simple and friendly closing sentence.
- Sign off with your name.

P1Q1 POST-WRITING SELF-CHECK ✓

CONTENT	COMMUNICATIVE ACHIEVEMENT	ORGANISATION	LANGUAGE
<input type="checkbox"/> The content of my writing is relevant to the topic. I did not go off-topic. <input type="checkbox"/> I have addressed the correct reader in my writing. <input type="checkbox"/> I have answered all the questions and covered all the points needed.	<input type="checkbox"/> I have included additional information relevant to the topic (examples: background information, idioms, expressions). <input type="checkbox"/> I have included some examples to explain some of my ideas.	<input type="checkbox"/> I used at least ONE simple connector to connect my ideas (examples: <i>and, but, because</i>) in my writing. <input type="checkbox"/> I used at least ONE cohesive device to connect my paragraphs/ sentences (examples: to begin with, furthermore, moreover, lastly, on the whole)	<input type="checkbox"/> I have used words that are relevant to the topic. <input type="checkbox"/> Three words that I used in my writing are: _____ _____ _____ <input type="checkbox"/> I have checked my use of grammar to identify errors.
Score: ____/ 5	Score: ____/ 5	Score: ____/ 5	Score: ____/ 5

P1Q2 POST-WRITING SELF-CHECK ✓

CONTENT	COMMUNICATIVE ACHIEVEMENT	ORGANISATION	LANGUAGE
<input type="checkbox"/> The content of my writing is relevant to the topic. I did not go off-topic. <input type="checkbox"/> I have addressed the correct reader in my writing. <input type="checkbox"/> I have answered all the questions and covered all the points needed.	<input type="checkbox"/> I have included additional information relevant to the topic (examples: background information, idioms, expressions). <input type="checkbox"/> I have included some examples to explain some of my ideas.	<input type="checkbox"/> I used at least ONE simple connector to connect my ideas (examples: <i>and, but, because</i>) in my writing. <input type="checkbox"/> I used at least ONE cohesive device to connect my paragraphs/ sentences (examples: to begin with, furthermore, moreover, lastly, on the whole)	<input type="checkbox"/> I have used words that are relevant to the topic. <input type="checkbox"/> Three words that I used in my writing are: _____ _____ _____ <input type="checkbox"/> I have checked my use of grammar to identify errors.
Score: ____/ 5	Score: ____/ 5	Score: ____/ 5	Score: ____/ 5