

## TEST A, WRITING TASK 1 (GENERAL TRAINING)

### MODEL ANSWER

This model has been prepared by an examiner as an example of a very good answer. However, please note that this is just one example out of many possible approaches.

Dear Jennifer

I am writing to request some unpaid leave next month.

My parents' 60<sup>th</sup> wedding anniversary is on March 21<sup>st</sup>, and they are planning to celebrate this significant achievement with all their children and grandchildren. To do this, they have rented a house big enough to accommodate the whole family.

To participate in this special occasion, I would need to be away from work for four days, from Monday 19<sup>th</sup> to Thursday 23<sup>rd</sup>. My schedule for that week is relatively light, apart from two meetings with clients. Netta would be able to attend these in my place, as she has had previous dealings with both companies and knows the relevant staff there. I have no other urgent work commitments at that time.

I would be very grateful if you could allow me this time. These few days are very important to my parents and the whole family, and it would be a way to thank them for all the support they have given me.

Best wishes

## TEST A, WRITING TASK 2 (GENERAL TRAINING)

### SAMPLE ANSWER

This is an answer written by a candidate who achieved a **Band 6** score. Here is the examiner's comment:

This answer addresses all parts of the task, though the disadvantages of fame are covered more fully than the advantages. Main ideas are relevant, though the answer would be better if they were developed further. The conclusions drawn are at times repetitive. The organisation of ideas is coherent and some are linked effectively, but the openings of paragraphs 2, 3, 4 and 5 show some limitations. Paragraphs 2 and 3 do not develop a central topic well. Vocabulary is adequate for the task, although inappropriacies indicate that the range is restricted. However, the errors which occur in word choice and spelling do not prevent meaning being communicated. Simple and complex sentence forms are used, and although a number of inaccuracies are noticeable in structure and punctuation, communication is rarely affected.

*Being a celebrity was not always the easiest way of life. Of course besides all the advantages of being rich, loved and being famous there are many disadvantages, that we have to take into consideration. So, after all it is a quite hard question, and we cannot give an easy answer.*

*Let's just think of the celebrities, and try to get a few benefits of being well-known. Some of them had had a very long way until they reached their part of life when they are celebrities.*

*But if we just look into their everyday, we can say that they have a very good accommodation and lifestyle: they have an income of what everyone is dreaming, they live in huge houses, they can buy all the cars they want.*

*But as the saying says: money is nothing, even they are rich, their personal life is not always so beautiful as it seems. Let's just remember the famous teenager singer Britney Spears. In the beginning she was just like a young girl that everyone wanted to follow. But as time went on, she had some growing personal life problems. She was seen in nightclubs wearing the least dress, once she cut her hair bald, she had alcohol and drug problems. Anyway, being a celebrity is not often easy and beautiful!*

*Let's just mention the paparazzos. A celebrity cannot go outside his/her house to pick his/her morning newspaper without being photographed. They have to be very careful about their private life, because their fans are following them, and they always have to behave perfectly! And since no one of us is perfect, their fans are quite often disappointed.*

*After all, taking into the consideration all the advantages and disadvantages, we should say that being a celebrity is not always easy!*

## TEST B, WRITING TASK 1 (GENERAL TRAINING)

### SAMPLE ANSWER

This is an answer written by a candidate who achieved a **Band 5** score. Here is the examiner's comment:

The answer addresses all the bullet points but does not cover them adequately, either through insufficient information (the second bullet point) or through lack of clarity (the third bullet point). The purpose of the letter is not always clear. Although organising the letter in line with the bullet points provides some logic, linking devices are not effectively used. Reference and substitution occur but are often unclear. The range of vocabulary is limited but just adequate for the task. While there are no spelling errors, inappropriate word choices and faulty word formation require the reader to make some effort to understand the letter. Complex sentences are attempted, but are mainly limited to 'which' clauses. Frequent grammatical errors and faulty punctuation cause the reader some difficulty.

Dear Sir or Madam

On my recently holiday trip which was in thailand for week. I lost my luggage in which I had too many import documents and my gold watch which I bought from Singapore for someone, which costs me \$1500 australian Dollar. Fortunately this comes under my travel insurance which I did from your Insurance company. I have all details of this watch including Tax invoice receipt.

It happens when we enjoyed in a hotel. Later on we forget our one of the bag in a local taxi We tried to find it. but all in vain due to shortage of time.

I would like to request you that I want a claim for it. So In future we being your regular customers by paying all premium and instalments.

I will send you all my policies numbers or other thing in your given address.

Thank you

Yours truly customer

## TEST B, WRITING TASK 2 (GENERAL TRAINING)

### MODEL ANSWER

This model has been prepared by an examiner as an example of a very good answer. However, please note that this is just one example out of many possible approaches.

What's the happiest time in people's lives: youth or old age; school, career or retirement? All of these have been suggested, but teenage years and adulthood both have many supporters.

Those who believe teenagers are the happiest people cite their lack of responsibilities as a significant factor. They are supported financially and emotionally by their parents, and although they may be included in family decisions, they're not ultimately responsible. However, adolescents are on the threshold of adult life: they're old enough to get a part-time job, so they can enjoy their first taste of financial independence, and their future study and career lie ahead.

Away from these serious concerns, young people have an active social life with their friends, often simply by hanging out with them. And of course, there's the excitement of first love and first heartbreak. With all this to experience, teenagers see their parents' lives as boring and stressful.

However, the reverse is also true. Adults see anxious, self-dramatising adolescents, and appreciate the joys of maturity. These may include a contented family life, long-lasting friendships and a career. Long-term relationships may not have the fireworks of adolescence, but are stronger for it, because of the wealth of shared experience. At work, many of us are challenged and stimulated by the increasing professional skills we acquire, which ensures that our jobs remain interesting.

The greatest benefit, though, is that maturity gives you greater confidence in your own judgement, in all areas of life. You're not afraid to express your opinion when others disagree and, unlike a teenager, you know when to let things go.

Both these periods can be happy times, but I look back at my own teenage years with no desire to go back. Adult life may be less dramatic, but fireworks don't keep you warm.