

CLA_Inglese_IND_B2_PS

You must answer both questions

WRITING 1

You have received repeated emails from a client who is worried about the progress of a project your company is working on. The client has been asking for an appointment to see your project manager. Your project manager has been out of the office for the last week. Write an email to the client:

- providing an update on the project;
- explaining why your manager has not responded to the client's emails;
- and arranging a possible meeting.

Write your email in around 70 words.

WRITING 2

You've seen a great engineering job advertised online and want to apply. You need to upload your CV, and write an accompanying 'cover letter' to get the reader interested in you.

Your cover letter must include:

- a description of a team work project
- information on an area of your studies you are particularly interested in
- why you are the right person for the job

Write your cover letter for the website in 170-190 words.

Once you've passed the CS and the CO, you'll have to do the Writing Tasks. There are two, as you can see: one is shorter, one is longer. We're now going to look at some examples of texts written in response to these prompts.

The aim of each text is to convey messages clearly.

Your texts will be evaluated on the basis of:

- **Task completion:** how well did you answer the question? Did you address all the bullet points? Did you include sufficient detail?
- **Coherence and cohesion:** how well are the ideas connected? e.g. cause/effect, consequence, addition, contrast, etc. Try to use a range, appropriate for the context;
- **Structures:** is the grammar mostly correct? Is there a range, for example, of tenses? If the inaccuracies lead to unclarity of meaning, the outcome may be negative.
- **Vocabulary:** are the right words used for the context? Is there evidence of a good range of B2 vocabulary? Is specialist vocabulary used appropriately? If the inaccuracies lead to unclarity of meaning, the outcome may be negative.

Task 1 borderline pass

WRITING 1

You have received repeated emails from a client who is worried about the progress of a project your company is working on. The client has been asking for an appointment to see your project manager. Your project manager has been out of the office for the last week. Write an email to the client:

- providing an update on the project;
- explaining why your manager has not responded to the client's emails;
- and arranging a possible meeting.

Write your email in around 70 words.

Dear Dr Jones,

Thanks for your emails. Sorry for **not answer** before: our project manager had not **responded** because of too many meetings this week.

The project is going **good**: there were some **issue** but now the company has eliminated all the problems.

The manager will come back on Monday. We can arrange a **meet** on **tuesday** or Wednesday, if it's good for you. Please tell me which day **suit** you.

Best regards,
Leno Bianchi

COMMENT

This text is acceptable, although it is clear that the language is quite weak.

- **Task completion:** Correct number of words (74). The message is conveyed clearly enough. The text provides an update, explains why the manager has been absent, offers to arrange an appointment. It is clearly an email, although the register is a bit informal in places, e.g. 'Thanks', 'if it's good for you'.
- **Coherence and cohesion:** The text is well organised, the ideas are arranged logically. Few cohesive devices but appropriate for the context, e.g. 'and', 'because of', 'if' clause.
- **Structures:** despite some inaccuracies, e.g. 'not answer', 'good' (instead of 'well'), 'issue' 'suit', 'meet', the text is clear. Punctuation is good. Range of quantifiers, e.g. 'too many', 'all'. Evidence of range: simple present, past perfect, present perfect, present continuous, future, modal verb, 0 conditional, imperative.
- **Vocabulary:** adequate range, e.g. 'issue(s)' and 'problems,; 'arrange', 'suit', 'Best regards'; some inappropriate words, e.g. 'respond', 'meet'.

Task 1 good pass

WRITING 1

You have received repeated emails from a client who is worried about the progress of a project your company is working on. The client has been asking for an appointment to see your project manager. Your project manager has been out of the office for the last week. Write an email to the client:

- providing an update on the project;
- explaining why your manager has not responded to the client's emails;
- and arranging a possible meeting.

Write your email in around 70 words.

Dear Dr Jones,

I would like to apologise for our late response, although I want to reassure you about the progress of the project: we are in schedule and it will be completed soon.

Our project manager has just come back from a week-long conference and is now available for a meeting. We could arrange one the next week when it is convenient for you.

Looking forward to hearing from you,
Pat Verdi

COMMENT

This text is fairly good, definitely a pass.

- **Task completion:** Correct number of words (72), correct text type (an email). The message is conveyed clearly as the text provides an update, explains why the manager has been absent, offers to arrange an appointment. It is clearly an email, the register is suitably as well as consistently formal, e.g. 'I would like to', 'Looking forward to hearing from you'.
- **Coherence and cohesion:** The text is well organised, the ideas are arranged logically. Few cohesive devices but appropriate for the context, e.g. although, 'and', 'when'.
- **Structures:** hardly any inaccuracies, e.g. 'the'; the text is clear. Punctuation is good. Referencing is correct, i.e. 'it' for 'project'. Evidence of range of structures: would like to, present, present perfect, future, passive, past modal verb,.
- **Vocabulary:** adequate range, generally appropriate lexis, e.g. 'apologise', 'reassure', 'week-long conference', 'available', 'convenient', with some inaccuracies, e.g. 'in schedule', 'late response'.

Task 1 excellent pass

WRITING 1

You have received repeated emails from a client who is worried about the progress of a project your company is working on. The client has been asking for an appointment to see your project manager. Your project manager has been out of the office for the last week. Write an email to the client:

- providing an update on the project;
- explaining why your manager has not responded to the client's emails;
- and arranging a possible meeting.

Write your email in around 70 words.

Dear Dr Jones,

I apologise on behalf of our project manager for not **reply** to your emails, which was due to his absence because of unexpected circumstances.

I am happy to report that the project is progressing well and will be completed by November.

The project manager will be back in the office on Monday. If you wish, a meeting can be arranged for as soon as Tuesday or Wednesday. Please let me know which day suits you.

Best regards,
Frances Rossi

COMMENT

This text is excellent despite being so short, as explained below.

- **Task completion:** Acceptable number of words (82), correct text type (an email). The message is conveyed clearly as the text explains why the manager has been absent, provides an update, offers to arrange an appointment. It is clearly an email, the register is suitably as well as consistently formal.
- **Coherence and cohesion:** The text is well organised, the ideas are arranged logically. A range of cohesive devices appropriate for the context are employed, e.g. 'due to', 'because of', 'which', 'as soon as'.
- **Structures:** hardly any inaccuracies, e.g. 'reply'. Punctuation is good. Evidence of range of structures: relative clause, present simple and continuous, future simple, future perfect, 0 conditional, passive, modal, imperative, indirect question.
- **Vocabulary:** adequate range, appropriate lexis, e.g. 'apologise', 'on behalf of', 'arrange', 'suit'.

Task 2 borderline pass

WRITING 2

You've seen a great engineering job advertised online and want to apply. You need to upload your CV, and write an accompanying 'cover letter' to get the reader interested in you.

Your cover letter must include:

- a description of a team work project
- information on an area of your studies you are particularly interested in
- why you are the right person for the job

Write your cover letter for the website in 170-190 words.

To whom it may concern.

I want to apply the job I seen advertised online and send my CV.

I am a engineer and I am participating to an important project. It is for neograduates engineers that could enter the world of work after work in a team with experience engineers. The first part of the project consist in designing an electrical circuit and choose the best semiconductor. When the design is finished, the next step will be to produce the PCB using a 3D printer. Finally, we are going to test the product. With this project, I have improved my knowledge and my skills in the energy sector.

I have studied materials engineering so I am interested in research how to use new materials and new tecnologies such as 3D printers in different fields and in your company it is possible to do this.

In my opinion, I would be the right person for the job because I am very interested especially in equipment to make renewable energy, for example photovoltaic panels. Also, I work well in a team and I can use software which are used a lot in this sector.

COMMENT

This text is acceptable, although it is simple and not always well connected.

- **Task completion:** the text is the right length (193 words) and covers all bullet points although some content is unclear, e.g. the type of project. It is clearly the right text type, i.e. a cover letter.
- **Coherence and cohesion:** The text is well organised and developed logically. Clear paragraphing. Appropriate sequencing, i.e. 'The first...When...The next step...finally,...'; correct usage of several basic linkers, e.g. 'so'(consequence), 'because'(reason), 'Also...'(addition)
- **Structures:** A few grammatical mistakes, but the meaning is clear, e.g. 'I seen', 'a engineer', 'experience(d)', 'consist', also with verb patterns, e.g. 'after work(ing)', 'in reserach(ing)', 'are' ('software' is uncountable singular). Some range in terms of tenses: present simple and continuous, present perfect, future 'going to', 'will', conditional, modal verb, passive, relative clauses. Correct referencing, e.g. 'this'. A superlative adjective.
- **Vocabulary:** Inaccurate vocabulary can be easily interpreted, e.g. 'neograduates engineers'. Some evidence of specialist vocabulary, e.g. 'electrical circuit', 'semiconductor', 'design', 'PCB', 'equipment', 'photovoltaic panels', 'software'. A few spelling mistakes, e.g. 'partecipating', 'tecnologies'. Some mistakes with prepositional verbs, e.g. 'apply (for)', 'participate (in)'. An invented word: 'neograduates', which in the context should be 'newly graduated'.

Task 2 good pass

WRITING 2

You've seen a great engineering job advertised online and want to apply. You need to upload your CV, and write an accompanying 'cover letter' to get the reader interested in you.

Your cover letter must include:

- a description of a team work project
- information on an area of your studies you are particularly interested in
- why you are the right person for the job

Write your cover letter for the website in 170-190 words.

To whom it may concern.

I am writing for apply for the position I have saw advertised online. I upload my CV for your consideration.

I am an engineer and now I take part to a project for new graduates. The aim is to help us to enter the world of work by working with experienced engineers. In the project, we are doing the design of an electrical circuit and choosing the more good semiconductor. After that, we will produce the PCB using a 3D printer and test the final product. This experience is helping me to improve my technical skills in the energy sector.

I studied materials engineering and I am interested to research how to use new materials and technologies—like 3D printing—in renewable energy field. I think your company gives possibility to work in this area.

I think I would be a good candidate because what I am interested in is renewable energy equipment, like as photovoltaic panels. I also enjoy team work and I can use software that is much used in this sector. Thank you to consider my application. I hope to hear from you soon.

COMMENT

This text is fairly good, definitely a pass, despite a few mistakes.

- **Task completion:** Correct number of words (190), correct text type (a cover letter). The text addresses all bullet points, providing some detail. The register is generally consistent (professional), with a little drop in formality towards the end, i.e. 'I hope to hear from you soon'.
- **Coherence and cohesion:** Although there aren't many cohesive devices, the ideas follow logically and the text is structured into paragraphs. The stages of the designing process are clear and signposted adequately, e.g. 'After that,...'. A typical mistake, i.e. 'like as' instead of 'such as' or 'like' do not obscure meaning. Correct referencing, e.g. 'that', 'this'.
- **Structures:** a few mistakes with prepositions, tenses, verb forms (to vs -ing), the comparative form, articles but the meaning is always clear. There is a range of structures: modal verbs, present simple and continuous, passive, simple past, future, by+ -ing to explain how something will be achieved, conditional, cleft sentence.
- **Vocabulary:** an appropriate selection of technical and non-technical lexis with occasional inaccuracies, e.g. 'doing the design'.

Task 2 excellent pass

WRITING 2

You've seen a great engineering job advertised online and want to apply. You need to upload your CV, and write an accompanying 'cover letter' to get the reader interested in you.

Your cover letter must include:

- a description of a team work project
- information on an area of your studies you are particularly interested in
- why you are the right person for the job

Write your cover letter for the website in 170-190 words.

To whom it may concern

I am writing to apply for the position I saw advertised online. Please find my CV attached.

I am currently participating in an important project for newly graduated engineers. The goal is to prepare us to enter the job market by working with experienced engineers. In the first part of the project, we are designing an electrical circuit and selecting the most suitable semiconductor. After the design is complete, we will produce the PCB using a 3D printer and test the product. Through this experience, I have been improving my knowledge and technical skills in the energy sector.

I studied materials engineering and I am interested in researching how new materials and technologies, such as 3D printing, can be used in different fields. I believe that your company offers the possibility to work in these areas.

I believe I would be a good candidate for this role because I am especially interested in equipments that produce renewable energy, such as photovoltaic panels. I also enjoy working in a team and I can use software, that is commonly used in this sector.

Thank you for considering my application. I look forward to the opportunity for an interview.

COMMENT

This text is excellent although it is slightly over the word limit (201 instead of 190).

- **Task completion:** Correct text type (a cover letter), including an appropriate beginning ('I am writing to...' and closing message (request for an interview). The message is conveyed clearly, with details and examples.
- **Coherence and cohesion:** The text is well organised, the ideas are arranged logically and fluently. The stages of a process are listed correctly. A range of cohesive devices appropriate for the context are employed.
- **Structures:** rare inaccuracies, e.g. 'equipments that produce' (uncountable singular), software, that...' (it should be a defining relative clause). Punctuation is appropriate. Good of range of structures: modal verbs, present simple and continuous, simple past, present perfect simple and continuous, future, conditional, passive, verb patterns, to vs -ing forms.
- **Vocabulary:** good range, appropriate lexis, e.g. 'position', 'suitable', 'experience', 'commonly'. Evidence of specialist vocabulary used confidently, e.g. 'selecting', 'photovoltaic panels', 'software', ,