

Writing – The Exam - Model Answers – L1

Q1.

To:	laurasmith1995@yahoo.com
Cc:	
Subject:	Sponsored Walk for Savi Foundation

Hi Laura,

I hope that you have had a lovely weekend! I've been thinking about raising some money for the Savi Foundation. The Savi Foundation is a great charity that supports young people with vision loss. They have been brilliant in providing a guide dog for Patrick, and I thought that it would be great to do something to say thank you. I'm just emailing you to see what you think of my idea, but please let me know if you have any suggestions. I think that a sponsored walk around the park would be perfect, do you agree? The weather is so nice now, I'm sure that we could round up a good bunch of volunteers and maybe ask the book club to get involved too.

I think it would be quite easy to organise. In terms of timing, I think a Saturday morning would be most suitable as a large number of people would be available. However, it would have to be quite early to avoid all of the crowds at the park. To mark the route we could use a few banners with the Savi logo, so that people don't worry about getting lost or coming off the path. It might also be helpful to have some volunteers standing along the route to encourage the walkers. We could ask the volunteers to collect donations and sponsorships from their friends and families in order to raise money.

To make sure that we can show Savi as much support as possible, I think that all donations should go directly to them. The Savi Foundation is so close to my heart, as they've been so supportive since my younger brother has started to lose his vision. I know that they would love to have the funds to train up more guide dogs and get some more at-home help for people who need it.

I would love your help in organising the walk. It would be amazing if you could use your connections in the book club to find volunteers - perhaps you could forward across my contact details at the next meeting? Please don't forget to ask them to wear trainers though, we don't want anyone getting blisters! Additionally, if you could print out some paper banners for each kilometre I'd really appreciate it.

Let me know your thoughts as soon as possible,
Love,
Aimee

Examiner's Report

- The answer includes an appropriate level of **detail** to fully answer the question.
- The student has included **formatting features** commonly used in emails, such as a subject line and appropriate sign off and has adapted their tone to match the **purpose** of the text.
- The student has successfully used **paragraphs** to structure their points.
- **Spelling** and **grammar** are accurately employed throughout, along with well-organised paragraphs.
- The student has used an array of varied **punctuation** such as a comma and an exclamation mark.

Q2.

FOODRECS4YOU.COM



Tell us about your best restaurant experience for a chance to win a £100 voucher!!

TikkaMasalaLover100: I think that Indian food is much better than Italian food. It is my favourite cuisine by far! I just love how the aromatic spices greet you as soon as you walk into an Indian restaurant. To me, the spicier the food, the better. My favourite Indian dishes are onion bhajis, chicken jalfrezi and of course you cannot forget a garlic naan. The crunch of tangy onion bhajis goes so well with sweet mango chutney. I nearly forgot about poppadoms! They are the best way to kick off a curry and any spare pieces can be used to dip into your main course. Curry is the nation's favourite takeaway, and for good reason. Treat yourself to a delicious curry and save yourself the fuss of cooking on a Friday night.

Of course, I understand that not everyone is a spice lover like me, and in that case, they might prefer an Italian. Unfortunately for me, I can't share in their love for pizza and pasta, it is simply too plain. Although I love a bit of garlic, I need a bit more heat. Don't get me wrong, I've had my fair share of nice Italian meals, but it just isn't on the same level. My partner Steven disagrees with me entirely, so I do understand that not everyone on this thread is going to back my opinion. If Steven has even the smallest bit of chilli in any of his meals, his eyes start streaming and his nose is running within seconds. While I'm of the view that this is just part of the fun when eating spicy food, it's reasonable that people may prefer something a bit milder.

Examiner's Report

- The answer includes an appropriate level of **detail** to fully answer the question. They have successfully covered each bullet point suggested within the question.
 - The student has included **formatting features** commonly used in forum posts, such as a username and has adapted their tone to match the **purpose** of the text.
 - The student gives an **opinion** and **balances their argument** with another perspective.
 - **Persuasive language** has been used to convince people of the student's perspective.
 - **Spelling** and **grammar** are accurately employed throughout, along with well-organised paragraphs.
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Q3.

Rosie Wright
56 Yew Tree Drive
Liverpool
L24 8UY
13th March 2022

Mr Joseph Rickley
Director
Comfy Furnishings Ltd
112 Oxford Road
Manchester
M33 4RF

Dear Mr Rickley,

I am writing to you regarding a sofa that I purchased from your Liverpool branch two weeks ago. It was the Totally Teal velvet suite, model number AWX34890, priced at £1499. The sofa arrived yesterday morning and I have never been so disappointed.

Unfortunately the sofa I received was the incorrect colour and fabric. Furthermore, there is an extremely large tear across one of the cushions. This is simply ridiculous and I would like to formally complain. I had been anticipating the arrival of my beautiful sofa all week and I was greeted with an ugly pink leather sofa that would not match my living room in any way. The sofa is clearly not brand new, as was advertised in the shop. I would be able to find a much better sofa than this if I went looking in a charity shop.

Not only am I outraged at the sofa that has been delivered, the treatment that I experienced in the store was also very poor. After the wrong sofa was delivered, I tried to contact the shop multiple times. When I tried to explain the situation to the salesperson on the phone, she was not understanding of the situation at all. She stated that there was no record of my purchase on the system so she would not be able to process a return or a refund. I thought that you should be made aware of this, as your staff may require some further training in customer service. I have spoken to my bank and I have attached the proof of purchase in this email.

I hope that you are able to assist me with this issue and reply to this email as soon as possible. I think that you should have the sofa that was sent to me collected and have it taken back to your store. I also ask you to send out a new sofa as quickly as possible.

I look forward to hearing from you very soon.

Yours sincerely,
Mrs R Wright

Examiner's Report

- The answer includes an appropriate level of **detail** to fully answer the question. They have successfully covered each bullet point suggested within the question.
- The student has included **formatting features** commonly used in letters, such as the correct placement of the address.
- The candidate has adapted their tone to match the **purpose** of the text, as letters of complaint require a **formal tone**.
- The student has successfully used **paragraphs** to structure their points.
- **Spelling** and **grammar** are accurately employed throughout.

Q4.

Reach Recruitment Incident Report Form

Name: David Thorne

Mobile: 086671 2499

Description of Incident: At 14:35 hours David Thorne was carrying a large box of office supplies when he came into contact with a loose cable on the floor. Mr Thorne did not notice the cable, as he was distracted by a conversation with a colleague and could not see over the large box. He then tripped over the cable, fell, and landed on his left arm. Mr Thorne was in obvious pain after the incident and held his left arm to his chest. He was then examined by an on-site first aider, who suggested that his arm may be broken and recommended a visit to A&E. Mr Thorne visited A&E where it was confirmed that his arm was broken. He has advised the company that there will be a 12 week healing time for the fracture. To prevent any future accidents of this type, I would advise tidying any loose cables away. I would also suggest that any cables on the floor could be concealed with an indoor cable mat protector. By taking these steps, the company would demonstrate its concern for employees' safety and take adequate steps to prevent future accidents.

Examiner's Report

- The answer includes an appropriate level of **detail** to fully answer the question.
 - The candidate fully meets the criteria for writing a report as the text is **informative**, and provides a **summary of the accident** as well as **steps to avoid future accidents**.
 - The student has included **formatting features** commonly used in reports, such as the listing of the contact details for the employee and a section titled 'Description of Incident.'
 - **Formal language** such as 'confirmed' and 'required' has been used to demonstrate the serious tone of the report.
 - The student has successfully used **paragraphs** to structure their points.
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Q5.

Put the Phones Down

Mobile phones are negatively impacting society - Let's find out why...

By Rachel Kelsey 09/01/22

Everyone is striving to get the latest smartphone, but phones are not as cool as you might first think. Phones are so important to modern life, as a way to stay connected with friends and family and keep up with the latest trends on social media. But these deadly devices are doing more harm than you know.

Mobile phones are causing us to obsess over how we look and are eating up huge chunks of our time. Apps such as FaceShape and Instamorph allow people to put unrealistic photo filters over their selfies, and even change their features entirely. Additionally, the pressure to keep up with trends means that many young people are reluctant to take their eyes away from the screen. Teenagers are especially at risk. A recent survey found that 82% of teenagers who admit to using their phones for over 6 hours a day were at a greatly increased risk from stress and anxiety. The drive to always be online and keep up with texts, emails and social media posts is far too taxing for many people. It has been reported that people feel guilty if they are unable to respond to a message immediately - but this simply is not realistic. It is important to live your life without your phone being glued to your hand. Phones don't allow you to switch off, so you should switch them off instead.

You should aim to reduce your screen time on your phone as soon as possible. Getting your eyes away from a screen allows your brain to focus on tasks during the day and gives you the possibility of a great night's sleep. It is a proven fact that those who scroll through their phones before bedtime have a much more difficult time falling asleep. Choosing to put your phone down can really boost your mood. By actually going outside and exploring, you will feel a huge sense of accomplishment. You don't need to find the newest emoji when you can discover a local area of natural beauty.

Once you have cut your screen-time down, a whole range of possibilities will open up to you. You can improve your social connections in real life. Instead of spending endless hours texting family members, why not plan a game night? You don't need social media when you can witness the joy and excitement of spending time with people in real time. Find events in your local area. Try a bookclub, crafting workshop or even a running group. Unlike constant exposure to social media, these events are good for the soul.

Technology is a great tool, but our dependence on phones is ruining our wellbeing. Take a break from your phone and see what great possibilities await away from the sway of the screen.

Examiner's Report

- The student has used appropriate **presentational features** for an article, such as a headline, subheading and date
 - The answer includes an appropriate level of **detail** to fully answer the question. They have successfully covered each bullet point suggested within the question.
 - Paragraphs and sentences are **varied in length** and structure to make the text engaging to the reader.
 - **Research and statistics** has been used to support the opinion presented in the article.
 - They have successfully used a range of punctuation, such as a hyphen and ellipsis.
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