

IELTS Writing Correction Sample: Letter (Detailed feedback)

WRITING TASK 1

You should spend about 20 minutes on this task.

During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants.

Write a letter to this businessman. In your letter

- ***remind him when and where you met***
- ***tell him what kind of job you are interested in***
- ***say why you think you would be suitable for the job***

Write at least 150 words.

You do NOT need to write any addresses.

Begin your letter as follows:

Dear ,

Dear ~~Tom~~ Mr Smith,

My name is Edmond Stafford, ~~and~~ we met on a flight from Osaka to Hong Kong ~~of with~~ Peach Airlines on ~~the~~ 1st of July, ~~we arrived at arriving in~~ Hong Kong at 3pm, ~~and we~~ We sat next to each other, ~~we~~ talked during the flight and ~~we~~ exchanged our ~~name~~ business cards. I ~~believe~~ hope you ~~will~~ remember who I am ~~as you suggested I contact you regarding a job in one of your restaurants~~. Today I am writing to express my interest in ~~the a~~ position in the chain of your restaurants.

You ~~have~~ mentioned ~~about~~ your chain of restaurants and ~~that~~ you would like to expand it and use more information technology ~~for you~~ to manage them easily, especially the inventory and point of sales. As I told you during the flight, I am an IT expert, so I am particularly interested in ~~the an~~ IT system development ~~job project which can to~~ help you in these two areas.

I am a suitable person for you because I have 10 years of system development experience, specialising in point of sales systems for supermarkets and convenient stores. I believe my skills and experience can help you to set up and customise a robust point of sales system for your chain of restaurants. We can discuss this further face-to-face, and I am available anytime next week, you can call me ~~by the through my~~ contact information to ~~decide set~~ a date. I look forward to hearing from you ~~soon~~.

Thank you very much.

Yours sincerely,

Edmond Stafford.

Word count: 229

DETAILED FEEDBACK - LETTER

Band Criteria	Band	Remarks (refer to public band descriptors)
Task Achievement	6	You addressed all the points of the task and I feel the potential for a 7 here but there were areas of inconsistent tone for a business letter that would probably make this a 6
Coherence and Cohesion	7	Each paragraph had a purpose and you kept the flow clear and logical. Cohesive devices are probably not present enough to push up to an 8.
Lexical Resource	7	The vocabulary used was good and generally appropriate although there were some mistakes with prepositions that would make an 8 harder to reach.
Grammatical Range and Accuracy	6	Generally the grammar was fine although there was a tense mistake and missed opportunity to use participle clauses that reduce the range of grammar being used

Concluding remarks

The following remarks, observations and corrections are based purely on the attached task and using public access IELTS Writing Band Descriptors for guidance.

See more: https://takeielts.britishcouncil.org/sites/default/files/2018-01/IELTS_task_1_Writing_band_descriptors.pdf

Paragraph 1: Firstly, in a formal letter to a prospective employer, it is unlikely that you can refer to them by their given name, particularly if you need to remind them of your name in the very first sentence. This is an error of tone. When introducing oneself, either make it a sentence or join with “and” to help with flow. We fly “with” and airline rather than refer to the flight “of” an airline. I break up the sentence at this point. The first sentence sets the time and place. The second deals with the content of the first meeting. Note the ellipsis I introduce in the second sentence. Knowing which pronouns and auxiliaries you can omit without affecting grammar accuracy is a useful skill to develop. “Believe” is too pushy for this letter. You are not the person of authority in this dynamic as you are asking for a job. Better to say you “hope” they remember you. I also added the reference to this letter being the businessman's idea, as per the task, as it is important for making the need for the letter clear.

Paragraph 2: The verb “mention” should be in the past simple as it refers to a past event already talked about: the flight conversation. The verb takes no preposition. “Mention” here also functions as a reporting verb, so use that to introduce the reported clause. In the last sentence, avoid “the” as the job is not yet defined. The noun “project” fits better here, especially as you will use “job” in the following paragraph. Using “to” allows for an infinitive of purpose in the last part.

Paragraph 3: I am a suitable person for you because I have 10 years of system development experience, specialising in point of sales systems for supermarkets and convenient stores. I believe my skills and experience can help you to set up and customise a robust point of sales system for your chain of restaurants. We can discuss this further face-to-face, and I am available anytime next week, you can call me ~~by the~~ through my contact information to ~~decide~~ set a date. I look forward to hearing from you ~~soon~~.

This final part read far better and I'm inclined to think this part relates more to your actual experience and so is more familiar. If so, this shows in the lack of mistakes. "through my" was the best way to express the idea in question. An alternative could have been "contact me via the email in my attached CV." "Setting" a date is the common expression and finally "soon" sounds like putting pressure on the recipient. This is another issue of tone. The final one is signing off as "Edmond" instead of "Edmond Stafford" for a job application letter.

Conclusion: Overall the language was good and well-organised but unlikely to beyond a 7 in any category for the reasons above. However, broader, more accurate grammar would undoubtedly help your chances.

Band Score Estimate: 6.5