

Write a letter to your university expressing your interest to study in a different country. You should include:

- why you want to study in a different country
- what type of course you would like to do
- why you should be chosen to study abroad

Your original answer

Dear sir/madam,

I am a 2nd year MSc Nursing student in the college. I am writing this letter to inform you that i wish to do my phd in abroad next year.

The reason which i want to study abroad is, i will get the best education there. For example highly qualified professors will teach me. In addition i will get the most advanced library facilities and study materials. Studying abroad will help me to learn a foriegn language.

I would like to do PhD in paediatrics as i am doing masters in the same subject. I want to do PhD because it will give me a deep knowledge of the subject as i want to become a lecturer in pediatrics.

I suggest me as the perfect person to study abroad for i have the capability to study a new language. Moreover i am the top scorer in our college. Other reason is that i have the hardworking nature and so i am sure that i can easily complete the course with high marks.

Waiting to get a reply from you.

Yours faithfully

Jincy

Your corrected answer

Dear sir/madam,

I am a 2nd year MSc Nursing student in the college. I am writing this letter to inform you that I wish to do my phd ~~in~~ abroad next year.

The reason **why** I want to study abroad is **that** I will get the best education there. For example, highly qualified professors will teach me, **and** I will get the most advanced library facilities and study materials. **Also**, studying abroad will help me to learn a foriegn language.

I would like to do **a** PhD in paediatrics **as** I am doing **a** masters in the same subject. I want to do **the** PhD **because** it will give me a deep knowledge of the subject as i want to become a lecturer in pediatrics.

I suggest **myself** as the perfect person to study abroad for I have the capability to study a new language **and** I am the top scorer in our college. **Another** reason is that I have **a** hardworking nature **and** so I am sure that I can easily complete the course with high marks.

~~Waiting to get a reply from you.~~ (I look forward to receiving your reply.)

Yours faithfully

Jincy

RED = correction

GREEN = suggestion

Highlighted = good language

_____ (?) unclear meaning

Minimum word count: **150**

Your word count: **179**

Marking Key

5-5.5 = Satisfactory	6-6.5 = Good	7-7.5 = Very Good	8-8.5 = Excellent
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Writing Criteria	Descriptor	S	G	VG	Ex	Areas to Improve / Further practice
Task Achievement	how appropriately, accurately and relevantly the response fulfils the requirements of the task				✓	This is a good attempt at the task and covers all the points required. Both the tone and purpose of the letter is appropriate and clear.
					✓	
Coherence and Cohesion	how well the information and ideas are organised				✓	Your letter is well-organised and logical in its progression. However, lots of short sentences affect the flow for the reader and makes the letter seem disjointed. Try to create cohesion by joining short sentences together using simpler conjunctions such as, 'and'.
	how well the information is linked		✓			
Lexical Resource	the range of vocabulary used and how accurately it is used			✓		The vocabulary is appropriately formal and relevant to the task. Always use a capital letter for the pronoun 'I'.
	how appropriate the vocabulary is for the task			✓		

Grammatical Range and Accuracy	the range of structures used and how accurately it is used		✓		As mentioned above, try to form more complex sentences through the use of linkers.
	how appropriate the structures are for the task			✓	A revision of pronouns may be helpful; relative pronouns-Who, why, which.... And reflexive pronouns-myself, himself, themselves.... Try to include a wider range of grammar structures.

Overall marker's comment

This is a good letter with a clear focus covering the prompt requirements. To improve, work on cohesion and creating a better flow through the use of conjunctions and expand the range of grammar.

Sample answer - lower (183 words)

Dear Mr. Smith,

I hope this letter finds you in good health. Although it has been a long time since we last met as teacher and pupil, I have always kept you in a high regard.

I was wondering if you would be willing to write a reference letter for me, which would accompany my résumé in a job application. I sincerely believe that you would be the perfect person to do me this favour, as you already know how passionate I feel about animals. Indeed, I would like to apply for a position of a primary vet, which has recently arisen and which would represent the job of a lifetime.

Having worked taking care of animals over the last ten years, I consider that I possess a proven track record as a vet, so I believe that my profile is the fittest for that job.

I would be very grateful if you finally decide to take the step of writing this job reference, since it would highly empower my CV.

I am looking forward to hearing from you.

Kind regards,

Ben Thomson

Sample answer - higher (172 words)

Dear Mrs Sweeney,

I used to be one of your management students at Beacon College in 2008 and am currently pursuing a career as a manager in the IT industry.

I would like to ask if you would be willing to write a reference letter to accompany my application for a managerial job. It is due to your teaching that I became interested in management and went on to graduate with honours. Therefore, as I now have this opportunity, I consider you to be the ideal person to recommend me.

The job I am applying for is a senior managerial post in a large multinational computer manufacturing company based in Madrid, Spain. The role will involve leading a small team and overseeing the completion of regular business projects.

I believe I am suitable for this post because I am hardworking, determined and have detailed knowledge of the industry. Furthermore, I also have a proven track record in project management from working as a line manager in France.

Thank you kindly in advance,

Yours sincerely,

Ryan Bowcroft