

FCE – SAMPLE ANSWER: EMAIL

Hello Kim,

It's my pleasure to let you staying at my place. You know I'm here for everything you may need, and until I come back from holiday, I won't need it anyway.

To get the keys, ask to Manuel, my next door neighbour. I asked him to keep the keys before I left, so they were somewhere safe. He is a good and reliable friend. The blue key is for the main entrance of the building, and the other one is for the flat.

Be specially careful with the heating, because it doesn't work properly, and sometimes it turns to over heat the place. Just don't pull the leaver too much, more or less over the middle.

To buy food you can go to the grocery shop which is two blocks from the flat, going south. There you may find whatever you need, and if you say you know me and are living in my place now, I'm sure they will treat you very well.

If you need something, please call me.

See you.

Scales	Mark	Commentary
Content	5	All content is relevant to the task and the target reader would be fully informed. The reader would know where the keys are, what problems to look out for and where to go shopping.
Communicative Achievement	5	The conventions of writing an informal email are used effectively. There is a friendly, natural tone used throughout; straightforward advice is given and suggestions are clearly made, which would make the stay in the flat easier.
Organisation	5	The text is well organised and coherent, dealing with each point in the question in turn and explaining each one clearly. The text uses a variety of cohesive devices to link the ideas across paragraphs and sentences and there are some organisational patterns used to generally good effect, for example the parallel opening phrases of the second and fourth paragraphs.
Language	4	There is a range of suitable, natural vocabulary used appropriately. There is a range of simple and complex grammatical forms used with control and although there are a few errors, (<i>let you staying</i>), these do not impede communication.