

FCE – SAMPLE ANSWER: FORMAL LETTER

Dear Sir or Madam,

I am writing to apply for the Travel Competition that appeared on the advertisement of the Local English Language newspaper last week. I would like to have the opportunity to participate in the travel competition as a member of your team.

I am very interested in going on the trip because I am young, healthy and I like doing adventure sports such as climbing, skiing, paragliding, canoeing... Moreover, I like sharing this kind of experiences with other people because I enjoy doing task group.

In this moment, I am in good conditions physically and psychologically because I have been living in the jungle; in the Amazon, in hard conditions for two months as a member of 'Supervivientes' in a T.V. programme of Channel 5 in Spain. We had to survive without food and water and I learnt to fish and hunt. It was a fantastic experience I did great friends.

I'm very glad if I could participate on a Round World trip as you mention.

I look forward to receiving your reply as soon as possible.

Yours faithfully

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	4	The conventions of formal letter writing have been used effectively. The tone is formal and polite and some key phrases for a letter of application have been used (<i>I am writing to apply for; I look forward to receiving your reply as soon as possible</i>). Straightforward ideas are expressed clearly and the target reader's attention would be held.
Organisation	2	The text is generally well organised and coherent. There is good use of paragraphs and the sentences are connected with basic linking words and a limited number of cohesive devices.
Language	3	Everyday vocabulary is used appropriately and there is a range of simple and some more complex grammatical forms used with a good degree of control (<i>I have been living in the jungle in the Amazon; we had to survive without food and water</i>). There are a few errors, but these do not impede communication (<i>I did great friends; I am in good conditions physically</i>).