

General Training Writing Task 1 Public Library

WRITING TASK 1

You should spend about 20 minutes on this task.

Your local public library wants to make improvements to their services and facilities. In order to get ideas from the public, they have asked library users to send them suggestions in writing.

Write a letter to the librarian. In your letter

- ***describe what you like about the library***
- ***say what you don't like***
- ***make suggestions for improvements***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

Task 1 Public Library Script D

Dear Sir or Madam,

I am writing this letter to express my opinion about library services and send some suggestions to improve your operation. I have been using your library services for 25 years and even my son has started to use it ^{as well}. I really enjoy of your personnel staff and the way they serve the library users. They are always polite, friendly and easy find what you want to. The library is equipped with the comfortable

furniture which helps user to feel freely and work efficient. You also have the reading room with the daily newspapers, magazines and other informative resources. I really appreciate all above-mentioned things in your library. But, I have some concerns I would like to share with you. The thing is I can not find anymore the recent edition books or books of authors of the current century. Of course, I understand we can always find them in the bookstores or in Internet. But everybody will agree with me that there is a great pleasure to read a book alive than in computer or others resources. So, it would be nice if you check with your management to update it. And plus, I know, it would be costly but may be saving your time, to buy a computer and load a data base of your collection of books. We live and work in the 21st of century. That is all I would like to share with you.

Yours faithfully,



Examiner Comments on General Training Writing Task 1 Public Library Script D

Band 7

The purpose of the letter is clearly stated and all three bullet points are highlighted and developed. However, the final bullet and the closing section of the letter could be more fully or more appropriately extended. The presentation of information is clear throughout and cohesive devices, referencing and substitution are flexibly used, with occasional error. The absence of paragraphs prevents the award of a higher band for this criterion. Vocabulary is used with some flexibility also and there is a good range, with evidence that the candidate can use less common expressions and has an awareness of collocation. There is occasional error in word form and choice. Although a variety of structures is apparent, with a mix of simple and complex sentences, the level and regularity of errors in articles, prepositions and some verb phrases limits the rating for this criterion. This is a good example of the overall band level.