

#cambridgerory

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Subscale	Mark	Commentary
Content	4	<p>The candidate has answered all parts of the question. The candidate could have suggested one or two alternative methods for how the company could save costs.</p> <p>The target reader is fully informed. The candidate explains why it is important to keep the sports facilities and how it benefits the company.</p> <p>The candidate requests that management reconsider their decision.</p>
Communicative Achievement	4	<p>The conventions of writing an email are used.</p> <p>There is a clear opening paragraph and the conclusion makes the objective of the task obvious.</p> <p>The register is appropriate for the target reader.</p> <p>There is clear paragraphing which helps communicate the main ideas in an easy to follow manner.</p>



Organisation	4	<p>The text is well organised and coherent. Linking words and other cohesive devices are used to maintain a good flow of ideas.</p> <p>The main idea is clearly set out in the introduction and the reasons for this are given clearly and more concisely in the following paragraphs.</p> <p>The third paragraph has two main ideas. The second main idea about socialising could perhaps be given more authority and its own paragraph.</p>
Language	3	<p>There is a good range of simple and more complex grammatical structures used with control.</p> <p>There is also complex vocabulary used in this email.</p> <p>Although there are some mistakes, most of these are small and do not impede communication.</p> <p>In an email your language depends on what you are asked to do in the question and who your target reader is. You have used appropriate language in your email.</p> <p>There are more useful phrases for emails on this website.</p>