Sample Task
Write a report for your teacher on the shops in your local area. Describe what shops there are, whether they offer good value and suggest how to improve shopping facilities in your area. Write about 250 words.

A Student’s Writing

11th November 2015

Dear Sophia,

I am writing to you because in your last letter you ask me about on shop in my local area. We do not live really in the town centre but I think we are lucky because opposite our house there is a retail park with lots of shops. There are here clothes shops like TKMaxx, Next and Peacock, electical shop like Currys PC World, pharmacy like Boots and some home furnishings shop like Home bargains, Poundstrecher and Homebase.

I like living here because here the life is easeir than before. We used to live in a small village in Barrowby where were just a pub and a post office. Now if I would like to buy something I just take on my coat and I walk through on the road.

If I do a great shopping I go to the ALDI. It is not too far maybe one miles. Here I buy foods, vegetables, fruit, meats and dairy products. My opinion is that this is the cheapest foodshop in Newark but I like better LIDL. Unfortunately it is not here but I have read in the newspaper that there will be one in Balderton at the other end of the city. If it is true, I will go shopping there because the price and the quality is better than ALDI. The town needs a LIDL. 😊

My favourite shop is Homebargain what is a very cute shop. Every week go there because this shop has a lot of good offer and very good quality. The christmas is coming soon, so now there are many christmas product for example trees, decorations, bulbs and present ideas. I love this shop but my purse do not like it. If I go to buy a bread or a milk it is sure that I buy something else too.

I hope you are interested my letter.

Yours sincerely,

XY
Comments:

Content:
The content is relevant however the “suggest how to improve shopping facilities in your area” bit was not addressed in the student’s writing.

Communicative achievement:
The task asked for a report however the student wrote a letter. A report needs headings and subheadings as a report is usually written for a teacher, manager or a boss etc, and because of their lack of time, headings and subheadings will be much appreciated by them as they will easily be able to find the information that they are looking for. In addition the conclusion was missing which is crucial for a report. A conclusion should be a brief summary.

The style of the writing is too informal, almost as if writing to a friend, a more formal wording would be more appropriate for this task.

Organisation:
There are 4 paragraphs which is good, however it lacks structure, that is there should be an introduction and 2 main points in the body, followed by a brief conclusion.

An example for structure and headings:

Introduction:
The aim of this report is...

Current shops:
...

Suggestions for improvement:
...

Conclusion:
In conclusion I think... etc.

A similar structure to the example above would be more appropriate for a report.

There needs to be some logic to the two main paragraphs in the body of the report, such as problem-solution, or cause and effect etc.

Language:
Only simple grammar tenses are used, there is a need for more complex sentences, such as passive forms.

The vocabulary is too simple. More formal words need to be used, such as suitable, appropriate, well-equipped.

Example: cute - too informal, well-equipped is a more suitable word to use.
I am writing to you because in your last letter you ask me about on shop in my local area.

I am writing to you because in your last letter you ASKED ME ABOUT THE SHOPS in my local area.

*Past tense*

*Prepositions*

We do not live really in the town centre but I think we are lucky because opposite our house there is a retail park with lots of shops.

We DO NOT REALLY LIVE in the town centre but I think we are lucky because there is a retail park with lots of shops OPPOSITE TO OUR HOUSE.

*Word order*

*Prepositions*

There are here clothes shops like TKMaxx, Next and Peacock, electrical shop like Currys PC World, pharmacy like Boots and some home furnishings shop like Home bargains, Poundstretcher and Homebase.

HERE we can find clothes shops like TK-Maxx, Next and Peacock, electrical shops like Currys PC World, pharmacies like Boots and some HOME FURNISHING SHOPS like Home bargains, Poundstretcher and Homebase.

*Mixed up plurals and singulars*

*Spelling mistakes*

I like living here because here the life is easeir than before.

I like living here because here LIFE is easier than before.

*Articles*

We used to live in a small village in Barrowby where were just a pub and a post office.

We used to live in a small village in Barrowby and THERE WERE ONLY A PUB AND A POST OFFICE THERE.

*Word order*
Now if I would like to buy something I just take on my coat and I walk through on the road.

Now if I would like to buy SOMETHING, I just PUT ON MY COAT and CROSS THE ROAD.

*Conditional sentences, missing comma.*

*Correct phrase:*
put on somebody's coat

If I do a great shopping I go to the ALDI.

If I do A BIG SHOP, I USUALLY GO to ALDI.

*Conditional sentence, missing comma.*

It is not too far maybe one miles.

It is not too far maybe only ONE MILE AWAY.

*Mixed up plurals and singulars.*

Here I buy foods, vegetables, fruit, meats and dairy products.

I usually buy food for example fruit, vegetables, meat and dairy products THERE.

*Countable and Uncountable Nouns.*

*Word order.*

My opinion is that this is the cheapest foodshop in Newark but I like better LIDL.

My opinion is that ALDI is the cheapest food store in Newark but I LIKE LIDLE MORE.

Unfortunately it is not here but I have read in the newspaper that there will be one in Balderton at the other end of the city.

UNFORTUNATELY THERE IS NO LIDL HERE but I have READ IT IN the latest newspaper that there will be one soon at the other end of Balderton.

*Word order.*

*Missing word.*

If it is true, I will go shopping there because the price and the quality is better than ALDI.

If it is true, I will go shopping there because the price and the quality is better than ALDI'S.
The town needs a LIDL.
A Lidl is really needed in this town.

**Passive form:**
The sentence is grammatically correct but a report should include more passive forms rather than active forms.

My favourite shop is Homebargain **what** is a very cute shop.
My favourite shop is Home Bargains, **which** is a very WELL-EQUIPPED shop.

**Style:**
The word cute is used for informal letters, a report needs more formal words such as well-equipped, suitable, appropriate etc.

Every week **go there** because this shop has a lot of good offer and very good quality.
I **GO THERE EVERY WEEK** because this shop has a lot of good **OFFERS** and **THE QUALITY IS VERY GOOD**.

**Word order**

The **christmas** is coming soon, so now there are many **christmas product** for example trees, decorations, bulbs and present ideas.
CHRISTMAS is coming soon, so now many Christmas products are available there, for example Christmas trees, decorations, bulbs and present ideas.

**Articles**

Mixed up **plurals and singulars**.

I love this shop but my **purse do not like** it.
I love this shop but my **PURSE DOES NOT** like it.

If I go to buy a **bread or a milk** it is sure that I buy something else too.
If I go there to buy **BREAD OR MILK**, **IT** is sure that I buy something else too.

**Conditional sentences, comma**

Mixed up countable and uncountable nouns

I hope you are **interested my letter**.
I hope you are **INTERESTED IN my letter**.

**Prepositions**.
Yours sincerely,

Yours SINCERELY.

Spelling.

XY

Correct.