

Overall Estimated Band Score: 5.5

Task 1

You are working for a company. You need to take some time off work and want to ask your manager about this.

- 1- Explain why you want to take time off work.
- 2- Give details of the amount of time you need.
- 3- Suggest how your work could be covered while you are away.

Dear Mr. Aldi,

I am writing to you to request some days off. As you probably ~~you~~ know, in the past 2 months, I was preparing my documents and affairs in order to travel to GERMANY. Regarding the fact that they gave me the visa yesterday, I should plan my journey now.

My trip ~~longs~~ lasts about 2 weeks and according to my visa expiration date, it starts on 20th July. But because I failed to get tickets for ~~this~~ the very date, I had to buy the tickets for 1 day later, so I am going to leave on Monday 21th of July and (to) return on 6th September. Therefore, I request for 15 days off works.

Of course, I know that you would be burdened with an array of works on that time, thus I asked one of my colleagues to replace me and do my job at unsocial hours and if you agree, he will be definitely a good substitute for me as he is very qualified and experienced.

I appreciate you if you could kindly accept my demand.

Faithfully yours,

Amir

Comment [S1]: Word order

Comment [S2]: Better option: a couple of months ago,

Comment [S3]: Better option: I have been preparing my documents for the last two months. (Present perfect continuous)

Comment [S4]: There is no clear reference for "they". Better Option: As I received my visa yesterday,

Comment [S5]: Possibly confused words. The longs does not seem to fit the context.

Comment [S6]: It appears that you are missing a comma after the introductory phrase *Therefore*.

Comment [S7]: Uncountable noun

Task 1	Task Achievement	Coherence and Cohesion	Lexical Resources	Grammatical Range and Accuracy
Band	<u>7</u>	<u>6</u>	<u>7</u>	<u>6</u>

Estimated Band Score: 6.5

Comments:

The candidate covers all the task requirements and states the purpose of the letter. The tone, though assertive, is consistently polite. The key features are highlighted and extended, but this could be more appropriately dealt with in some areas. There is a clear overall progression, but the arrangement of ideas within paragraphs at times detracts from the clarity of the letter. At other times, the sentences are not as fluently linked as they might be.

There is a good range of vocabulary that is more than adequate. Although there are errors in word choice, there are also many examples of accurate choice and appropriate modification. A mix of simple and complex structures are used, but mistakes in punctuation and in areas such as article use, subject-verb agreements etc. limit the rating for this criterion.

This script shows some features of higher level performance, but weaknesses in organization and grammatical control limit the rating to Band 6.5.

Suggestions:

1. Pay more attention to subject-verb agreement and prepositions while making sentences.
2. Make a special attempt to use a wide range of grammatical constructions, such as: inversion and reductions. (More at www.grammar-monster.com)

****New Bonus for Our Loyal Clients:**

Statistics:

Words: 172

Sentences: 10

Words per sentence: 17.2

Letters per word: 4.0

Syllables per word: 1.4

Readability Grade: 11.1

Word Choice

Usage of Bad Phrases

Bad Phrase Score: 6.6 (lower is better)

The Bad Phrase Score is based on the quality and quantity of trite or inappropriate words, phrases, and clichés found in your paper. You did equal or better than **5%** of the people in your education level.



Ouch! Looks like you may be employing some over-used or distasteful phrases. Your *Bad Phrase Score* is worse than average.

You may wish to use a thesaurus to replace or reduce your usage of the following words and/or phrases in your paper (sorted by most egregious first):

had to, get, good, very, am, because, me, you, going, some, do, is, know, plan, was, about, But, so

Style

Usage of Transitional Phrases

Transitional Words Score: 121

This score is based on quality of transitional phrases used within your paper. You did equal or better than **97%** of the people in your education level.



Great job! Your usage of transitional phrases is well above average! You may not need to read the info below, but you're such a meticulous writer that you probably will anyways.

One sign of an excellent writer is the use of transitional phrases. Transitional words and phrases (e.g. therefore, consequently, furthermore) contribute to the cohesiveness of a text and allow the sentences to flow smoothly.

Without transitional phrases, a text will often seem disorganized and will most likely be difficult to understand.

When these special words are used, they provide organization within a text and lead to greater understanding and enjoyment on the part of the reader.

These words and phrases fall under a few grammatical categories:

- Conjunctions: *but, provided, and, although*
- Prepositional phrases: *in addition to, in conclusion*
- Adverbs: *also, however, nevertheless*

Transitional phrases may be used in various places in a text:

- between paragraphs
- between sentences
- between sentence parts
- within sentence parts

For example, you could write:

Form and function are central themes in Biology. However, knowing the structure of something does not necessarily reveal its function.

The word *'however'* contributes to greater unity or cohesion between sentences.

Style

Sentence Length Info

Total Sentences: 9

Avg. Length: 19.6 words

Short Sentences (< 17 words): 5 (56%)

Long Sentences (> 35 words): 2 (22%)

Sentence Variation: 16.2 words (std deviation)



Your average sentence length is within an acceptable range.

Sentence Beginnings

Simple Sentence Starts: 33%

Variety is the hallmark of a good writer and this is especially true in regards to sentence starts. Creatively arranging sentence beginnings breaks up the monotony and choppy style associated with a simple noun phrase followed by a verb. This does NOT mean that all sentences should begin with prepositional phrases, transitions, or adverbial phrases, but it does mean that you should be certain to pay attention to sentence starts and deliberately edit for variety if necessary.

Here are some simple sentence starts that we found in your text:

- **I am** writing...
- **My trip** longs about...
- **I appreciate** you...

Starts by Part of Speech:

Adjective: 0%

Adverb: 22%

Article: 0%

Conjunction: 11%

Noun: 0%

Preposition: 22%

Pronoun: 33%

Verb: 11%

Other: 0%

Passive Voice

Passive Voice Sentences: 11.1%

Many writers feel that passive voice represents poor writing form, as it allows the object of an action to be the subject of a sentence. The following sentences were detected as having passive voice:

- Of course I know that you would **be burdened** with an array of works on that ...

Vocabulary Words

Usage of Academic Vocabulary

Vocabulary Score: 111

This score is based on the quantity and quality of scholarly vocab words found in the text. You did equal or better than **99%** of the people in your education level.



Vocabulary Word Count: 5

Percentage of Vocab Words: 4.22%

Vocab Words in this Paper (a subset): documents, leave, array, qualified, appreciate



Excellent work! Your usage of sophisticated words is on par with other well-written papers!

Sample Answers:

NOTE: Sample answers are presented just to let you know how other candidates have done on the same topic. There might be errors in case of grammar and vocabulary choice and they have not been corrected in the very cases. Just enjoy reading more! Readers are Leaders!

Sample Answer 1

Dear Mr Wajju,

I am one of your employees that have a position in your company as communication staff. I am writing this letter to inform you that I would like to take an unpaid leave.

My sister's wedding party is on 25th January. My parents are planning to set a big ceremony that it will invite all of family members. To do this, the hall of residence in my hometown has already booked for two days.

Due to my obligation as a brother that I would take participation in this special occasion and I require to away from my task in office commencing on Monday 23rd to Friday 27th January. Moreover, my job schedule at that time is quite light. There are only two meetings that I should follow, one may be covered by Mr. Juju as my assistant. He has had experience previous dealings. To another job is not urgent. Hence it would reset on next week.

I would be grateful if you could allow me to take this time off if you have further question, please contact me soon.

Yours sincerely,
Mbabibu

Sample Answer 2

Dear Mr Maclarins,

I am writing to ask for a week off from my work. As you know that I am still preparing for my PhD in Surveying beside my work in the evening.

The main aim of taking one week off is to prepare and set for my final exams. Thus, after considering this issue and after organizing the tasks that I am in charge of, I would like to inform you that I rely on Jack for this responsibility. He will be covering my duties during my absence from April 15 to April 22.

I would appreciate if you could be helpful and understanding. Since I am satisfied with my job for your company, I look forward to accomplishing great improvements in my work for the future of our company.

Moreover, as I believe in Jack's abilities to accomplish the work effectively, I hope that you don't mind providing me with unpaid leave till I hand over my exam papers.

Thank you in advance for considering my situation.

Yours Sincerely,
Naji Lichaa

Task 2

In some countries, young people have little leisure time and are under a lot of pressure to work hard in their studies.

What do you think are the causes of this?

What solutions can you suggest? Give your answer ...

In some parts of the world, youngsters face lack of extra time, due to being burdened with their studies and courses. This essay will discuss the main reasons of the very issue why is like that and give-render some solutions to tackle this issue.

One of the most important reasons is the fact that, in public education systems, there are too many difficult courses and exams to be passed by students. In other words, in order to succeed in education, students should read more-a large number of different references, books, and sources. It means that they should spend much more times to study and learn materials and possess less time to-foi fun and play. Another reason is that for young people who wish to have a well-paid or top job and consequently a better quality of life, receiving enough education and getting a higher university degree would be essential and results in many of them get involved in a real competition for places in good extremely/highly reputation-reputed/ reputable universities. Thus, they should study more and more and rest less and less.

Removing this problem needs taking-adopting a proper approach by governments. First, more universities are/have been builded-built by a/ the government and the more seats are/ have been created seats, which can reduce the keen competition between-among applicants and low lessen/ease/relieve/minimize their stress for entering to a well-known university. Consequently, it gives young people more opportunity to spend on their favorite activities that have been disengaged. Furthermore, these days, finding a career tends to be very difficult for a majority of people. Therefore, one of the most impressive actions which should be done by governors is to deal with an/the unemployment problem that is the main reason for many people to go university and receive more education. Hence, establishing more companies and preparing a better trading base seems to be the most significant measure to decrease-alleviate/ reduce/relieve pressure on young people and let them have a balanced lifestyle.

All in all, hardworking and neglecting other aspects of life by certain young people, is an issue which should be focused on, as it is as result of lack of political will and can lead to many other social problems to allocate more resources and make a concrete plan and a better job prospect for youngsters, may bring major changes in their attitude and behavior.

Comment [S8]: Your sentence contains a series of three or more words, phrases, or clauses. Consider inserting a comma to separate the elements.

Comment [S9]: Uncountable

Comment [S10]: Better option: enjoy

Comment [S11]: Use of proper prepositions

Comment [S12]: Use of appropriate collocations

Comment [S13]: Passive voice

Comment [S14]: Irregular verb past form

Comment [S15]: The noun phrase *government* seems to be missing a determiner before it.

Comment [S16]: lose

Comment [S17]: in or into the space which separates more than two places, people or objects

Comment [S18]: The noun phrase *majority* seems to be missing a determiner before it.

Comment [S19]: Reduction

Comment [S20]: The noun phrase *unemployment problem* seems to be missing a determiner before it.

Comment [S21]: Use proper verbs

Comment [S22]: It is a bit difficult to get the real sense of the concluding idea.

Task 2	Task Response	Coherence and Cohesion	Lexical Resources	Grammatical Range and Accuracy
Band	6	5	6	5

Estimated Band Score: 5.5

Comments:

1. The candidate has made a good attempt at addressing the task but unfortunately the concluding paragraph is too long to understand. The response has quite a natural, clear progression, though some paragraphing would assist this. There is a good range of cohesive devices that have been used appropriately and some good examples of referencing. Despite the range and effective use of lexis, there are noticeable spelling errors but they only rarely impede communication. Sentence types are mixed and there are many attempts at subordination but control is uneven and there are punctuation errors. There are some sentences that are too lengthy to be understood. Nevertheless, an effort to accomplish the task is good.

Overall, this is a clear example of a Band 5.5 performance.

Suggestions:

1. Read Point 1 at the end of the correction file.
2. Try to pay more attention to *subject-verb agreement* while making sentences.
3. Try to get some readings about *the use of definite article (the)*.
4. Try to get some readings about *the use of verbs and sentence structures*.
5. You need to work on your choice of words, to make your writing clearer and easier to understand.
6. Use shorter and simpler sentences (9-17 words per sentence)
7. Try to have a recommendation after your summary in the conclusion. (Source: IDP materials>>Study English>> Task Response)

****New Bonus for Our Loyal Clients:**

Statistics:

Words: 365

Sentences: 8

Words per sentence: 45.6

Letters per word: 4.9

Syllables per word: 1.7

Readability Grade: 24.8

Word Choice

Usage of Bad Phrases

Bad Phrase Score: 4.7 (lower is better)

The Bad Phrase Score is based on the quality and quantity of trite or inappropriate words, phrases, and clichés found in your paper. You did equal or better than **15%** of the people in your education level.



Ouch! Looks like you may be employing some over-used or distasteful phrases. Your *Bad Phrase Score* is worse than average.

You may wish to use a thesaurus to replace or reduce your usage of the following words and/or phrases in your paper (sorted by most egregious first):

good, get, make, many, very, most, more and more, go, hard, more, better, well, some, fun, like, plan, is, are, main, important, give

Usage of Transitional Phrases

Transitional Words Score: 164

This score is based on quality of transitional phrases used within your paper. You did equal or better than **98%** of the people in your education level.



Great job! Your usage of transitional phrases is well above average!

Sentence Length Info

Total Sentences: 8

Avg. Length: 45.4 words

Short Sentences (< 17 words): 0 (0%)

Long Sentences (> 35 words): 5 (63%)

Sentence Variation: 22.4 words (std deviation)



Your average sentence length is a little bit high, which may make your writing difficult to follow.

Sentence Beginnings

Simple Sentence Starts: 13%

Variety is the hallmark of a good writer and this is especially true in regards to sentence starts. Creatively arranging sentence beginnings breaks up the monotony and choppy style associated with a simple noun phrase followed by a verb. This does NOT mean that all sentences should begin with prepositional phrases, transitions, or adverbial phrases, but it does mean that you should be certain to pay attention to sentence starts and deliberately edit for variety if necessary.

Here are some simple sentence starts that we found in your text:

- **It means that...**

Starts by Part of Speech:

Adjective: 0%

Adverb: 13%

Article: 0%

Conjunction: 0%

Noun: 0%

Preposition: 25%

Pronoun: 13%

Verb: 13%

Other: 38%

Passive Voice

Passive Voice Sentences: 50.0%

Many writers feel that passive voice represents poor writing form, as it allows the object of an action to be the subject of a sentence. The following sentences were detected as having passive voice:

- ... many difficult courses and exams to **be passed** by students.
- ... their favorite activities that have **been disengaged**.
- ... impressive actions which should **be done** by governors is to deal with ...
- ... people, is an issue which should **be focused** on, as it is a result of lack of ...

Usage of Academic Vocabulary

Vocabulary Score: 41

This score is based on the quantity and quality of scholarly vocab words found in the text. You did equal or better than **45%** of the people in your education level.



Vocabulary Word Count: 3

Percentage of Vocab Words: 1.33%

Vocab Words in this Paper (a subset): disengaged, significant, allocate



This paper could benefit from greater usage of vocabulary words. Although your vocabulary score is within the average range for most writers, boosting it will help your paper stand out.

Grade: 79 C

Sample Answers:

NOTE: Sample answers are presented just to let you know how other candidates have done on the same topic. There might be errors in case of grammar and vocabulary choice and they have not been corrected in the very cases. Just enjoy reading more! Readers are Leaders!

Sample Answer 1:

In recent years, youngsters live in a sedentary lifestyle since they are lack of time to relax even to play around with their peers. Moreover, the school duties sometimes bring them in full of pressure. I strongly believe that this case is caused by the parental pressure and university competition. Therefore, this essay will look into the causes provided by some solutions.

Parents sometimes bring pressure toward the children's life since parents demand the children to pursue a higher future career. They tend to encourage children to spend their time for study, even they are not afraid to spend money for children's education. For instance, parents will put the children into several courses which are relevant to their study. They believe that bringing children to the course will pose a help to master their studies at school. Therefore, there is no spare time for young people to enjoy their life.

On the one hand, university competition force students to study much harder for universities just recruit or accept students who have higher grade. Entering university level will create a high competition among others nationally even internationally. Moreover, the university has high standard as a requirement. Consequently, to gain the standard, young people should make good preparation. Therefore, it sometimes makes young people under-pressure even depression. They will try to do something that enable them gain their goals such as study a lot.

As the result, the best solution to cope with these problems is the awareness of parents. Parents should realize that their action is able to create anxiety and stress toward the children. Therefore, bring back the role of parents is essential in this case. They should understand the children's condition, thus children can use their spare time to stress-relief, such as go on vacation or hang out with their peers. Additionally, affirmative action is needed to overtake the university case. Government should expand the number of universities, thus it can reduce the competition level

and young people have a variety of choice to come in. As the result, youngsters are able to beyond their young-age with full of joys and happiness.

To sum up, the understanding between parents and children will bring a beautiful harmony and followed by a support from government. Therefore, it is easy for youngsters to suffer from this problem.

Sample Answer 2

In today's competitive Educational system and burden of studies do not keep room for any leisure time for the young people. They are under constant pressure of getting good grades.

I think there are many factors such as too much competition, insecurity and expectation of the parent's important role in building this pressure. Every parent's expect their child to get the best grade and should come first or second in every level of studies. Such expectations affect adversely on young people's mind. Too much pressure the study cause many mental problems in young people like nervousness, lack of self confidence and which in turn affect their physical as well as mental health.

Nowadays in many countries education is very expensive. The amount of the money invested in children's education is very large. Parents think that providing child with the best school or college or tuitions their duty is over so, it is now a child's duty to fulfill their expectations. In all these parents forgot to know the child's own interest. Parents need to understand that young people need their own space and leisure time to unwind from the study related stress. Basic root cause of the problem is the education system and the mindset of parent's.

In order to find the solution to this problem, we first need to change our education system. It should be such that they emphasis more on intelligence of young people and their mental growth rather than grades. An education system should be such that young people could easily balance out their life without feeling pressure. Seminars should be arranged for the parent's awareness regarding a stressful life of young people due to studies. Experts should be invited for the guest lectures and they should try and explain the parents about the study related stress. Amendment in the educational system to release some pressure and give them freedom to make their own identity. Such orientations should be arranged for the parents and young people. Write ups to explain the consequences of the pressure etc.

Society in whole needs to take a step forward to solve this problem and seriousness of this problem which may be hindering the growth of the young people of the country.

Point 1

Use of Passive

Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.

Example: *My bike was stolen.*

In the example above, the focus is on the fact that my bike was stolen. I do not know, however, who did it.

Sometimes a statement in passive is more polite than active voice, as the following example shows:

Example: *A mistake was made.*

In this case, I focus on the fact that a mistake was made, but I do not blame anyone (e.g. You have made a mistake.).

Form of Passive

Subject + finite form of *to be* + Past Participle (3rd column of [irregular verbs](#))

Example: *A letter was written.*

When rewriting active sentences in passive voice, note the following:

- the object of the active sentence becomes the subject of the passive sentence
- the finite form of the verb is changed (*to be* + past participle)
- the subject of the active sentence becomes the object of the passive sentence (or is dropped)

Examples of Passive ●●○○○

Tense		Subject	Verb	Object
Simple Present	<i>Active:</i>	Rita	writes	a letter.

	<i>Passive:</i>	A letter	is written	by Rita.
Simple Past	<i>Active:</i>	Rita	wrote	a letter.
	<i>Passive:</i>	A letter	was written	by Rita.
Present Perfect	<i>Active:</i>	Rita	has written	a letter.
	<i>Passive:</i>	A letter	has been written	by Rita.
Future I	<i>Active:</i>	Rita	will write	a letter.
	<i>Passive:</i>	A letter	will be written	by Rita.
Hilfsverben	<i>Active:</i>	Rita	can write	a letter.
	<i>Passive:</i>	A letter	can be written	by Rita.

Examples of Passive ●●●●○

Tense		Subject	Verb	Object
Present Progressive	<i>Active:</i>	Rita	is writing	a letter.
	<i>Passive:</i>	A letter	is being written	by Rita.
Past Progressive	<i>Active:</i>	Rita	was writing	a letter.
	<i>Passive:</i>	A letter	was being written	by Rita.
Past Perfect	<i>Active:</i>	Rita	had written	a letter.
	<i>Passive:</i>	A letter	had been written	by Rita.
Future II	<i>Active:</i>	Rita	will have written	a letter.

	<i>Passive:</i>	A letter	will have been written	by Rita.
Conditional I	<i>Active:</i>	Rita	would write	a letter.
	<i>Passive:</i>	A letter	would be written	by Rita.
Conditional II	<i>Active:</i>	Rita	would have written	a letter.
	<i>Passive:</i>	A letter	would have been written	by Rita.

Passive Sentences with Two Objects ●●●○○

Rewriting an active sentence with two objects in passive voice means that one of the two objects becomes the subject, the other one remains an object. Which object to transform into a subject depends on what you want to put the focus on.

	Subject	Verb	Object 1	Object 2
<i>Active:</i>	Rita	wrote	a letter	to me.
<i>Passive:</i>	A letter	was written	to me	by Rita.
<i>Passive:</i>	I	was written	a letter	by Rita.

As you can see in the examples, adding *by Rita* does not sound very elegant. That's why it is usually dropped.

Personal and Impersonal Passive

Personal Passive simply means that the object of the active sentence becomes the subject of the passive sentence. So every verb that needs an object (transitive verb) can form a personal passive.

Example: They build houses. – Houses are built.

Verbs without an object (intransitive verb) normally cannot form a personal passive sentence (as there is no object that can become the subject of the passive sentence). If you want to use an intransitive verb in passive voice, you need an impersonal construction – therefore this passive is called *Impersonal Passive*.

Example: he says – it is said

Impersonal Passive is not as common in English as in some other languages (e.g. German, Latin). In English, *Impersonal Passive* is only possible with verbs of perception (e. g. say, think, know).

Example: They say that women live longer than men. – It is said that women live longer than men.

Although *Impersonal Passive* is possible here, *Personal Passive* is more common.

Example: They say that women live longer than men. – Women are said to live longer than men.

The subject of the subordinate clause (women) goes to the beginning of the sentence; the verb of perception is put into passive voice. The rest of the sentence is added using an infinitive construction with 'to' (certain auxiliary verbs and *that* are dropped).

Sometimes the term *Personal Passive* is used in English lessons if the indirect object of an active sentence is to become the subject of the passive sentence.