

You have recently attended a two-day course, and now the course organizer is asking for your review and comments. Write a letter to the course organizer.

In your letter, you should:

- describe the course
 - explain whether or not you liked the course, and why
 - provide some suggestions for improvement.
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Dear Sir/ Madam,

Hope this letter finds you well within everlasting peace from a deeper spiritual life. I am writing to share the suggestion about a two-day intensive course that I attended last week.

Comment: The opening of the letter is respectful, however, the phrasing "everlasting peace from a deeper spiritual life" is quite poetic and not typically used in a business or academic context. It may confuse the reader. The sentence structure and grammar are correct, though the purpose of the letter could be made clearer. For instance, instead of "share the suggestion", it would be clearer to say, "share my feedback and suggestions".

The educational program provided an overview of the many disciplines that assisted learners to gain technical ability in a short period. Personally, I am convinced that it was a systematic approach to acquire international business, in which I could delve into the extensive knowledge such as sales, marketing, global supply chain management and accounting.

Comment: The second paragraph describes the course effectively, highlighting its systematic approach and breadth of topics covered. The grammar and sentence structure are accurate, and the use of terms like "systematic approach", "extensive knowledge", and specific disciplines create a clear, professional tone. Good work!

Certainly, I enjoyed the entire business training. Particularly, I was passionate about the logistics subject because I learned how global supply chains helped the company to grow and be more profitable by expanding internationally.

Comment: This paragraph effectively communicates your positive experience with the course, specifically the logistics subject. The use of terms like "passionate" and "global supply chains" are appropriate and demonstrate good language skills. However, the phrase "how global supply chains helped the company" could be better as "how global supply chains can help companies".

In order to be conscious of the reality business model, I have some suggestions about the coursework for your further consideration. As a first step, the field trip could be a precious experience for trainees to collaborate with their peers like social emotional development. Another positive suggestion is establishing a blog would strengthen career recognition as well as build an engaging audience.

Comment: This phrase "conscious of the reality business model" is not grammatically correct and it's not clear what is being referred to. The phrase "reality business model" doesn't have an established meaning, so it's unclear what the author is trying to communicate. A more appropriate phrase might be "real-world business models" or "actual business practices" if the intention is to refer to practical, real-world application of business theories.

I am confident the flexible interaction activities are fulfilled with education and entertainment so that mentees can get exactly what they need in their learning journey.

Comment: The concluding paragraph summarizes the letter effectively. However, the phrasing "flexible interaction activities are fulfilled with education and entertainment" is somewhat unclear and could be simplified. Consider "I am confident that interactive activities, which blend education and entertainment, will meet the needs of the mentees on their learning journey."

Your **Yours** faithfully,

Sophia Lee

Score

Task Achievement: 8 Your suggestions include the introduction of a field trip and establishing a blog. However, these suggestions aren't clearly linked to the course you described. Try to make the suggestions more specific to the course content and your experience. For example, if you enjoyed the global supply chain management subject, perhaps suggest a field trip to a local business that practices excellent supply chain management.

Coherence and Cohesion: 7 Use words like "furthermore," "in addition," "however," "consequently," "therefore," to more clearly show the relationship between your ideas.

Also, each paragraph should have one clear main idea, supported by related details. Ensure each paragraph is coherent within itself, and relates logically to the paragraphs before and after. For example, your suggestion paragraph could be revised for better coherence and cohesion like this:

"In order to enhance the practical applicability of the course content, I have some suggestions. First, a field trip to local businesses could provide hands-on experience and foster collaboration among peers, which is essential for social-emotional development. Furthermore, the course could benefit from incorporating more digital elements. Specifically, establishing a blog where students can share their insights and engage with each other and the wider business community could build a valuable network and enhance our professional profiles."

In this revised version, the suggestions are more clearly connected to the course content and to each other. The paragraph uses the cohesive devices "First," "Furthermore," and "Specifically," to link the ideas, and each suggestion is more clearly developed.

Lexical Resource: 7 In your letter, you use a decent range of vocabulary and make some attempts at using more sophisticated language. However, at times, your word choice seems overly complex or inappropriate for the context, which can lead to lack of clarity.

Here are some specific suggestions to improve this aspect:

Use a wider range of synonyms: While your letter does demonstrate a decent range of vocabulary, varying your language further can demonstrate a higher command of English. For example, instead of repeatedly using "suggestions", you could use synonyms like "recommendations" or "proposals".

Ensure word choice is appropriate and accurate: Some phrases, like "everlasting peace from a deeper spiritual life" or "reality business model", seem out of place in this context or are not commonly used phrases. Aim for clear, concise and accurate language over complex or poetic expressions.

Proofread for minor errors: There are minor errors, such as "Your faithfully" instead of "Yours faithfully" that could be caught with careful proofreading. Here's an example of how you could revise the final paragraph to improve lexical resource:

"I believe that implementing these recommendations could enhance the course by offering a blend of educational and entertaining activities. This would provide learners with a more comprehensive, hands-on learning experience, ensuring they gain the necessary skills for their future professional journeys."

This revision uses a broader range of vocabulary ("implementing", "recommendations", "blend", "comprehensive", "professional journeys") and ensures all words and phrases are appropriate and accurately used.

Grammar: 8 In your letter, there are some grammatical inconsistencies and inaccuracies which we can work on.

Here are some specific suggestions:

Use of Articles: There are instances where the use of articles could be improved. For example, "reality business model" should be "the reality of business models" or "real-world business models".

Sentence Structure: There are instances where sentence structure could be improved for clarity. For example, "Another positive suggestion is establishing a blog would strengthen career recognition as well as build an engaging audience" would be clearer as "Another suggestion is to establish a blog, which would strengthen career recognition and build an engaging audience."

Overall Band Score: 7.5

A Band 9 Sample Letter

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to share my impressions and offer some constructive feedback on the two-day intensive business course I recently attended.

The course was a rich survey of diverse business disciplines, designed to equip learners with a robust toolkit of technical skills in a compressed timeframe. The focus on key aspects of international business - from sales and marketing to global supply chain management and accounting - was particularly commendable.

I was completely captivated by the module on logistics, as it provided valuable insights into how effective supply chain management can drive company growth and profitability. The case studies were a highlight, grounding theoretical concepts in real-world applications.

However, to further enhance the practical relevance of the course, I suggest incorporating more experiential learning opportunities. A field trip to local businesses that excel in supply chain management, for instance, would offer a hands-on perspective and foster valuable peer collaboration. Additionally, creating a course blog could prove beneficial. This platform could serve as a digital space for learners to share insights, engage in discussions, and interact with the wider business community, thereby enriching our learning experience and enhancing our professional profiles.

I am confident that such improvements would serve to augment an already robust course, providing an engaging blend of education and entertainment that will enable learners to optimally benefit from their learning journey.

Yours faithfully,

Sophia Lee