

Questions 6-7: Respond to written requests

Directions: In this part of the test, you will show how well you can write a response to an email.

Your response will be scored on

- the quality and variety of your sentences,
- vocabulary, and
- organization.

You will have 10 minutes to read and answer each email.

We have a new cooking course opening this summer! The course will last one week and will only be open to a maximum of 50 people. However, due to the limited number of spots, there will be an assessment to determine if your cooking skills are of a sufficient level for this advanced course. If you are interested, send us an email for further information.

Directions: Answer the email above. Respond as if you are interested in the cooking course. In your email, give ONE detail about yourself, make at least TWO requests for information, and ask ONE question about the exam.

I heard about your charity organization from a friend, and I am interested in possibly donating some money. There are so many wonderful charities to choose from, but I can only afford to choose one. Please send me some information on the work your organization does. In addition, I might be interested in volunteering for you next year with my family. What volunteer opportunities do you have?

Directions: Answer the email above. Respond as if you work for a charity organization. In your email, give at least TWO details of the work your charity does, and TWO details about volunteer opportunities.