Email Wildlife

To: [wildlife.learningcentre@yahoo.co.uk](mailto:wildlife.learningcentre@yahoo.co.uk)

Co:

Subject: Wildlife Tour

Dear Sir

I’m writing in response to your advertisement that I’ve seen in the National Trust magazine and I’m looking forward to spend two days in your camp.

Firstly, I read that I’ m going to see local wildlife in your Centre. Am I going to enjoy the tours with or without a guide?

Secondly, I am interested in the local wildlife because I am studying biology. Therefore, I want to ask, what type of Information you teach to your visitors.

Thirdly, I would really appreciate, if we could take our tents with us and overnight in the middle of the Wildlife to make some amazing Night-Shoots of local animals. If this is impossible to make, we would really like to overnight in one of your hotels. But what is included in the price?

I am really looking forward to your response

Yours sincerely

Nico Müller

**H:Evaluation Grid for Email Writing**

Name / class: . . . . . . . . . . . . . . . . . . . .

**LANGUAGE:**

**Use of Language/Vocabulary** **Focus:**

vocabulary mistakes, Germanisms, spelling, choice of words,

use of expressions, misinterpretation, style, etc.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Exceptional: Idiomatic, extensive, wide variety | | Good: Rich, less variety | | Satisfactory: basic, no variety, no richness | | Unsatisfactory: incorrect, lack of creativity and control | | Inadequate: incoherent, words misused, no creativity |
| mistakes | 0 - 1 | 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 | 10 | 11 | >12 |
| points | 10 - 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1-0 |

**Grammar** **Focus:**

**(10 points)** syntax, conjugation, proper tense, adverb/adjectives, pronouns, conjunctions, prepositions, articles, countable - uncountable nouns, singular/plural, etc.

**Note:** 1 repeated grammar or use of language/vocabulary mistake is counted only once.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Exceptional: wide variety, shows control of many forms | Good:  limited variety of more difficult forms | | Satisfactory:  shows control of simple forms | | Unsatisfactory:  simple forms often incorrect, little control of forms | | Inadequate: grammar misused, incoherent | |
| mistakes | 0 - 1 | 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 | 10 | 11 | >12 |
| points | 10 - 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1-0 |

**TASK ACHIEVEMENT**

**Content Usage of all notes**

|  |  |
| --- | --- |
| Three details about group?  Reason for writing? | What is included?  Tents possible ? |
| Type of information? | Reservation for two days? |
| Guided tours? |  |

**Conventions and style of email**

1. Opening: Dear Sir or Madam or Dear Sir/Madam with or without comma (1pt)
2. Formal expressions: eg. I am writing to you in connection to ... (2 pts)
3. Use of separate paragraphs (1 pt)
4. Formal ending: e.g. I am looking forward to receiving your information (1 pt)
5. Closing: Yours faithfully (with or without comma) (1 pt)
6. Signature (1 pt)

**COHERENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional: clearly presented, logical development, great ability at linking ideas | Good: presented clearly, logical, limited ability in linking ideas | Satisfactory: ideas logically organized; ability to use common linking devices to form simple points. | Unsatisfactory: only basic, simple linking forms, such as *and, but* and *then* used. Organization inadequate. | Inadequate: organization hard to follow, few linking devices used, gaps result in confusion. |
| points | 5 | 4 | 3 | 2 | 1 |
|  |  |  |  |  |  |

**Linking words:**

**Firstly Secondly**

**Further**

**Moreover**

**Additionally**

**Finally, Concluding ( I At last.**

* **Length: 140 - 180 words (incorrect length: 100-135 words = -5 points / less than 100 words = -10 points from total).**