

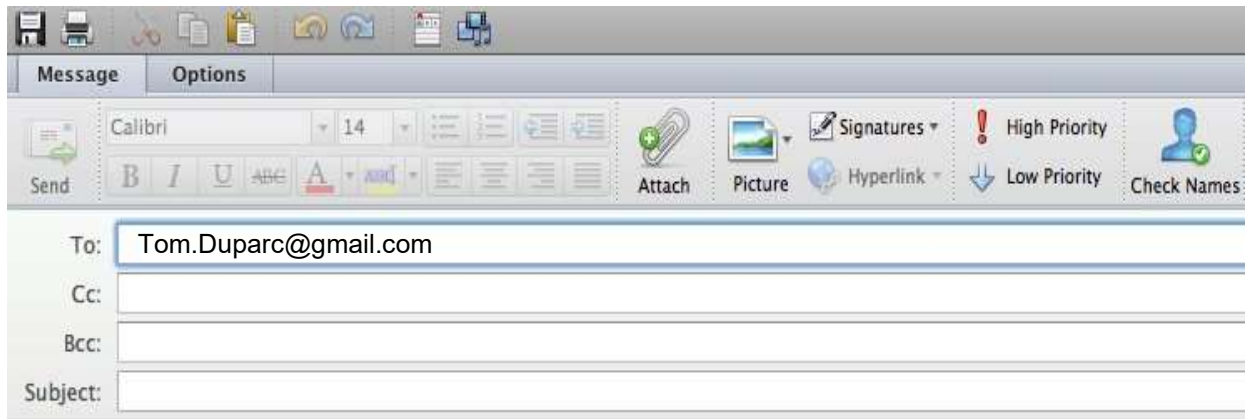
Please save your test with your group “1A/B/2AB/3AB/4AB-LAST NAME-FIRST NAME”

Writing Test

NAME: Morgado-Samagaio Jonathan Group: 3A

A. Writing an email. (/10)

During a business convention in Boston, **Jerry Burgh**, sales manager at Step Soft (an American computer software firm) meets **Tom Duparc**, CEO of Pharmaplus, a French pharmaceutical company. Tom Duparc is very interested in Step Soft's latest software dedicated to stock management. **You are Jerry** and **you send Tom** a message including *where you met *what you discussed *suggest meeting or calling him *suggest some dates/times *offer to give him a trial of the product in an attached document etc. Include the different parts that are necessary in an email and the appropriate expressions to be used in a professional context.



Dear Mr Duparc

I am contacting you following our discussion about Step Soft's products at the business convention in Boston. To help you make a choice, I attached a trial version of our most popular product.

I would be grateful if we could meet, or call if it is not possible, in the near future. How about on February 3rd or sometime near?

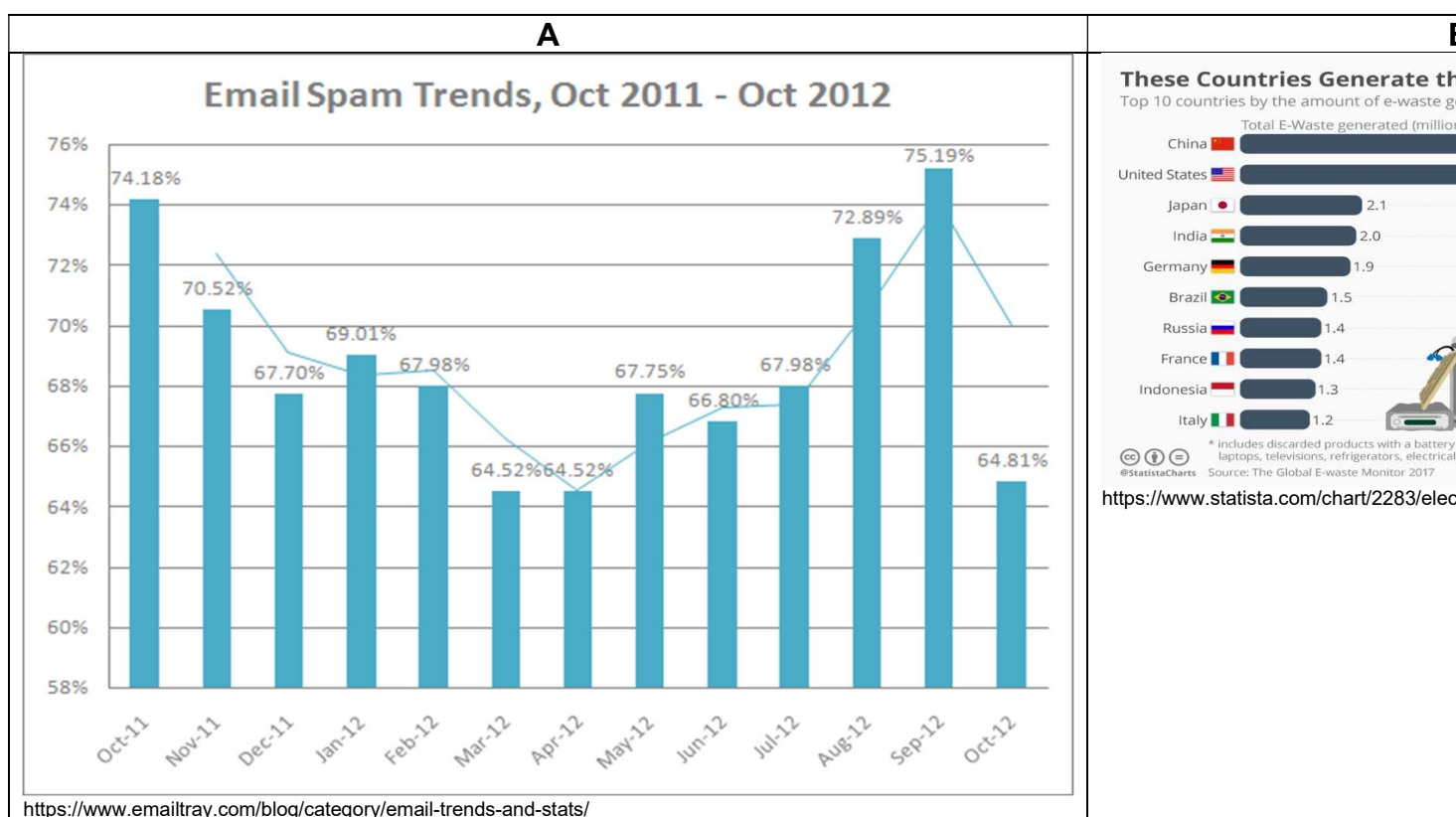
I look forward to hearing from you.

Yours sincerely

Jerry Burgh

A. Commenting on trends. (/10)

Choose one of the following graphs and comment it. (50-60 words minimum)



The bar chart A represent the email spam trends in the period between October 2011 and 2012. We can see that the trend was high at the beginning with 74% in October. It then started to decrease slightly in November and December with respectively 70 and 67%. It went up a little bit in January with 69% but then fell to the lowest value with 64% and stayed there for 2 months. I started to increase steadily in the next 3 months by staying around 67%. It the grew to reach the state it was at in the beginning in August with 72% and went even further in September with 75% only to fall drastically by 10% to reach 64%.

Assessment criteria	Basic knowledge	Satisfactory knowledge	Excellent knowledge	Total
Content: the topic . Does the student do what is asked in the subject? Ideas related to the topic. . Are the necessary parts present? (numbers long enough)	0,5	1-1,5	2-3	

Language : grammar and sentence structure	0,5	1-2	2,5-3,5	
Language : vocabulary Is the vocabulary rich, varied and accurate? Is the spelling correct?	0,5	1-2	2,5-3,5	

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