-

ENGLISH TASK 02.
PRAISE AND SUGGEST EMAIL

Computer Systems
CFGS DAW

Álvaro Maceda

Borja Salom

Aarón Martín

a.macedaarranz@edu.gva.es

2022/2023

Version:221212.1439

TABLE OF CONTENTS

License

ENGLISH TASK 2: PRAISE AND SUGGEST EMAIL

1. WHAT THE TASK IS ABOUT?

In this task, we will learn how to write a praise and suggestions formal mail.

2. OBJECTIVES

- **Objective 1**: To write formal praise and suggestions mail.
- **Objective 3**: To use specialized technical vocabulary

3. WHAT WILL YOU BE GRADED IN?

Grade	Cohesion	Congruence	Mistakes	Nº.of Words	Vocabulary	Expressions
<5	Bad	Bad	> 15	OK	Poor	Poor
5	Bad	Bad	>11 and <15	OK	Poor	Poor
6	Regular	Regular	>8 and <11	OK	Regular	Regular
7	Acceptable	Acceptable	>4 and <8	OK	Acceptable	Acceptable
8	Good	Good	>2 and <4	OK	Good	Good
9	Very Good	Very Good	1 or 2	OK	Very Good	Very Good
10	Excellent	Excellent	No mistakes	OK	Excellent	Excellent

- **Cohesion**: Concordances between subject and predicate, correct verb tenses and connector applications.
- **Coherence**: Integrity between the different paragraphs or parts of the letter (introduction, development and conclusion). Use of structures appropriate to the type of content.
- **Mistakes**: number of grammatical, lexical and syntactical mistakes.
- **Number of words**: Number of words used in the text. Contractions are equal to one word. The number of words of the text has to be 150 ± 10%.
- **Vocabulary**: Use of specific vocabulary.
- **Expressions**: Use typical English expressions appropriate to the content.

The grade will be the worst grade achieved in any of the grading categories.

Works submitted after the deadline or in the wrong format will not be evaluated. Works that do not conform to what is requested will receive a grade of zero.

Copies and/or works not created by the student that submits it will receive a grade of zero.

4.   DESCRIPTION OF THE TASK

Last month you bought a device in an online store. You were dubious about buying it, because you weren't sure if it was going to be useful for you. But now, after one month of usage, you're so amazed by it that you want to praise it. Even so, you have some suggestions to improve it (even more).

Write a formal praise and suggest (150 words) to the store that includes:

- Introduce yourself

- Explain why you are so excited about the product

- Explain which are your suggestions to improve it

You can choose your device to praise and suggest and the store where you bought it.

5.   HELP

You can take a look at these pages to learn more:

- https://www.letters.org/suggestion-letter/sample-suggestion-letter.html

- https://www.liveabout.com/appreciation-email-samples-2059555

- https://sendoso.com/blog/team-appreciation-emails-to-steal/

6.   SUBMISSION

Submit a document to the task delivery in the virtual platform **in txt format**.

Name your document file as follows:

<surname1>_<surname2>_<name>_ENG_T2 (do not use accents), where:

- **<surname1>**: your first surname.

- **<surname2>**: your second surname. Leave it blank and remove the trailing underscore if you don't have a second surname.

- **<name>**: your name.