Dear Manager,

As you know, I have ~~skipped~~ been absent from some classes recently without ~~noticing~~ notifying you in advance. Therefore, I am writing to apologize for my absence and explain the situation I’m facing now.

Actually, I am working for a company in the daytime, which is a full-time job. The workload is very heavy most of the time and, in addition, my boss is very demanding and not supportive ~~with~~ of the fact that I study a part-time course.

Last week, I received a request from our major customer, which asked me to offer ~~an~~ on-site support for three months. I’m afraid that continuing this course is, therefore, impossible if I would like to ~~sustain~~ retain my job.

I ~~want~~ would like to propose a solution to this awkward situation. That is, I will suspend this course temporarily for three months and resume it at a later date. ~~after that.~~ I am uncertain if this is feasible, so please advise me whether you can approve it or not.

Thank you very much for your reply in advance.

Yours sincerely,

Jimmy Huang

**COMMENTS**

A well-written and clear letter with some evidence of formal language, although this is not sustained.

You also cover all of the bullet points and fulfil the task in terms of the number of words.

Some good vocabulary and awareness of style (FEASIBLE / DEMANDING / SUPPORTIVE) although some vocabulary is inappropriate in terms of style (ACTUALLY / SKIPPING CLASSES) or word choice (NOTICING / SUSTAIN).

**[Question]**

Some people believe that teaching children at home is best for a child’s development while others think that it is important for children to go to school.

Discuss the advantages of both methods and give your own opinion.

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

* Write at least 250 words.
* You should spend around 40 minutes on this task.

Whether or not schools are the best method of education ~~method~~ is one of the most debated ~~debatable~~ topics among our society nowadays. Some people hold the view ~~idea~~ that home schooling is best for a child’s development. In contrast, others state that it is vital for children to go to school. In this essay, I will ~~am going~~ to analyze both views and provide my own perspective.

Teaching children at home is a rather unconventional ~~way~~ means of education. ~~People~~ Those who believe this is beneficial may claim that only ~~in~~ by this method are children able to receive dedicated resources. That is, children who are home schooled can be educated one on one with all the teachers’ attention. If their teacher is able to concentrate on only a few children, ~~they~~ the students are likely to be taught ~~of~~ more comprehensive content~~s~~.

On the other hand ~~side~~, some ~~people~~ advocate the opposite approach, which ~~is~~  emphasises the importance of school. It is believed ~~by the advocators~~ that interaction with peers is fundamental in ~~the~~ education. If children are able to cooperate and communicate with their classmates more, they will be able to form a more adaptive character in the society. In addition, sharing resources at school with peers can teach them the importance of solidarity.

In conclusion, I support the ~~side~~ idea of teaching children at school. This is because I had the experience of learning at home when I was in ~~the~~ elementary school, which hampered me from learning to communicate with other children to some extent. I didn’t feel happy until my parents sent me to a school. Therefore, I truly believe it is very important to educate children in schools, rather than at home. ~~have education in school.~~

**COMMENTS**

A good essay with some interesting points. Nevertheless I feel these points could be extended more and your points could be a little clearer to the reader. For example, you don’t mention the fact that home schooling would put more pressure on the parents and that governments would have to make more effort to make sure children were educated to a high standard at home. Always try to think of different points of view to the question (**governments**, **organisations** (businesses/schools/charities), **individuals** (parents/students) to help you think of other views.

There are a number of errors in the essay, but these are relatively minor and do not affect comprehension.