**[Question]**

**A US university invites you make a speech about your country. Write a letter to the university. In your letter, you should**

**Accept the invitation**

**Make some suggestions**

**Set prerequisites for the equipment**

Dear Sir or Madam,

I have received your letter yesterday that informs me to give a lecture about my country in your university. I am more than happy to accept this invitation and feel really honored to receive this request, as Taiwan is my hometown and I have deep knowledge of how to introduce our culture to western students.

As you suggested in the letter, the period of my speech will be limited to 60 minutes.

In order to let the prospective audience make the best out of it, I strongly suggest those who will come to the speech to be prepared in advance. I’m currently planning the outline of my speech and there are two websites they can take a look at beforehand.

The first one is Taiwan’s tourist web site (<http://www.tourist.gov.tw)>. The second one is Contemporary Taiwan introduction web site (<http://www.contemoporary.gov.tw>).

[I don’t think it is a god idea to write down these websites in a letter. I think it would have been better to make suggestions abut the content of the speech. 'I think it would be a good idea or me to introduce the cuisine and culture of Taiwan"

Moreover, since you said your auditorium is very spacious, I would like to ask your help in preparing a microphone and projector for my convenience to give the best quality of my speech. [you have not said a lot in your response to question 3. I t might be better to have an extra sentence here. Perhaps, 1 sentence about microphone and another about projector]. Where possible balance your answer so that you respond to each of the questions roughly equally.

Yours sincerely,

Jimmy FAMILY name is needed

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|  | **Estimated**  **Grade** |  |
| Task response | 7 | Jimmy FAMILY name is needed  You responded to question 1 and 2 really well, but I think you needed another sentence for question 3. |
| Cohesion and coherence | 7 | Excellent overall structure |
| Vocabulary | 7 | **Errors with word choice:**  I am more than happy to accept this invitation and feel really honored to receive this request,  **Errors with word endings:** |
| Grammar | 6-7 | **Errors with sentence structure - especially sentence formation**  as Taiwan is my hometown and I have deep knowledge of how to introduce our culture to western students.  I’m currently planning the outline of my speech and there are two websites they can take a look at beforehand. You need to connect these 2 sentences. SO doesn't seem right because the audience actually seeing the websites is not a consequence of your planning. Their viewing is not a consequence.  I would like to ask your help in preparing a microphone |
| overall | 6.5-7 | Probably 7. You must write your surname! Where possible balance your answer so that you respond to each of the questions roughly equally. |