

5. WRITING TASK: Formal email

Fecha de entrega: viernes, 25 de abril de 2025, 23:59

Write a follow-up email to a recipient you've already contacted once before. The recipient has not answered yet. You should request information and a response

SAMPLE: PREVIOUS EMAIL / INQUIRY

Dear [Client Name],

Thank you for your interest in Blueshark Coding's coding services. We are excited to work with you on your project.


Based on the details you provided, we estimate the cost of your project to be [insert estimated cost]. This includes [insert project details, such as coding, testing, and maintenance].

We understand that you may have additional questions or concerns about our services, and we would be happy to address them in a follow-up call or email. Please let us know if you would like to schedule a call or if you have any questions.


Thank you again for considering Blueshark Coding for your coding needs. We look forward to hearing back from you.

Best regards, [Your Name]

Estado de la entrega

Estado de la entrega	Enviado para calificar
Estado de la calificación	Calificado
Tiempo restante	La tarea fue enviada 58 días 3 horas antes de la fecha límite
Última modificación	miércoles, 26 de febrero de 2025, 19:22
Archivos enviados	<div> zamora_amela_kevin-Writing_a_Formal_Email.pdf26 de febrero de 2025, 19:22</div>
Comentarios de la entrega	<div>▶ Comentarios (0)</div>

Comentario

Calificación	8,25 / 10,00
Calificado sobre	sábado, 26 de abril de 2025, 09:29
Calificado por	<div> Rut Rodríguez Inglés</div>

Grammar & Spelling: 2 / 2,5

The message is understandable despite the errors and sentence structure shows an effort to use formal English.
Good job!

"I hope all continue going well..." (Incorrect structure.) -> *"I hope everything is still going well."*

"you could bring me a sooner response." -> *"you could get back to me soon"* or *"you could provide a prompt response."*

"I am trying to request about my previous query..." -> *"I'm following up on my previous inquiry..."*

"in what I have asked you..." -> *"regarding my question about..."*

"included on your products..." -> *"included with your products"*

"properly" (spelling) -> *"properly"*

Vocabulary: 2 / 2,5

Attempts to use formal vocabulary like *"appreciate," "coverage,"* and *"additional services."* Well done! Vocabulary is functional but lacks precision and flexibility. There are clear errors in word choice that affect the formality and clarity of the message.

- Limited vocabulary and somewhat repetitive (e.g., "products and services" is repeated unnecessarily).
- Phrases like *"I am trying to request about"* show confusion in word choice.
- *"Facilitate a properly reply"* is unclear and misuses *"facilitate"* and *"properly."*

Cohesion and Coherence: 2 / 2,5

The email mostly follows a logical structure, however, some sentences feel disconnected or choppy (e.g., *"I would like to understand these aspects. And I believe it would be important..."* could be combined into one sentence).

Format and Register: 2.25 / 2,5

The overall format and tone are appropriate, but errors impact the clarity and professionalism slightly.

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Usted se ha identificado como KEVIN ZAMORA AMELA (Cerrar sesión)

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