

IELTS Writing Evaluation Report



Order ID: #56716

Name of Candidate: **Ayan Chakrabarti**

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Examiner Code: **RTA/AP/27**

Band Scores		
Descriptor	Task 1	Task 2
Task Achievement	7	6
Coherence & Cohesion	7	6
Lexical Resource	7	7
Grammatical Range Accuracy	7	6
Overall	7.0*	6.0

FINAL SCORE: 6.0 (to 6.5)

COMMENT: *can also go down to 6.5 if examiner is strict

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Task 1

Task Achievement
Covers the requirements of the task. Presents a clear purpose, with the tone consistent and appropriate. Clearly presents and highlights features/bullet points but could be more fully extended.
Coherence and Cohesion
Logically organises information and ideas; there is clear progression throughout. Uses a range of cohesive devices appropriately although there may be some under/over-use.
Lexical Resource
Uses a sufficient range of vocabulary to allow some flexibility and precision. Uses less common lexical items with some awareness of style and collocation. May produce occasional errors in word choice, spelling and/or word formation.
Grammatical Range and Accuracy
Uses a variety of complex structures. Produces frequent error-free sentences. Has good control of grammar and punctuation but may make a few errors.

Task 2

Task Achievement
Addresses all parts of the task. Presents a clear position throughout the response. Presents, extends and supports main ideas, but there may be a tendency to over generalise and/or supporting ideas may lack focus.
Coherence and Cohesion
Logically organises information and ideas; there is clear progression throughout. Uses a range of cohesive devices appropriately although there may be some under/over-use. Presents a clear central topic within each paragraph.
Lexical Resource
Uses a sufficient range of vocabulary to allow some flexibility and precision. Uses less common lexical items with some awareness of style and collocation. May produce occasional errors in word choice, spelling and/or word formation.
Grammatical Range and Accuracy
Uses a variety of complex structures. Produces frequent error-free sentences. Has good control of grammar and punctuation but may make a few errors.

WRITING TASK 1

You should spend about 20 minutes on this task. Write about the following topic:

There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

Write a letter to your manager. In your letter

- *describe the complaints that have been made*
- *say why the reception area is important*
- *suggest how the reception area could be improved*

Write at least 150 words.

You do not need to write any addresses.

Begin your letter as follows:

Dear.....,

Dear John,

Commented [A1]: It is a formal letter. You never address your manager with name. Write Dear Mr. <last name>

I am writing this letter as a reply to the email wherein you asked for suggestions on how to improve the ~~current~~ reception area of our office building. ~~Allow me to point out the complaints that we have received lately.~~

Commented [m2]: Allow me is not required because you have been asked by the manager to suggest improvements.

~~It is important to understand the complaints that we have received lately.~~ First of all, the ~~furniture~~ in the sitting area ~~are~~is worn out and not at all comfortable. Secondly, there is a constant foul smell lingering around the reception desk, and thirdly, the air conditioning in the reception area ~~does not seem to~~ provide adequate cooling.

Commented [A3]: If you write this here, then you should not split the paragraph. This is a transition sentence is directly linked with the content presented in the next paragraph.

Commented [A4]: which piece of furniture? try to be more precise as you would be in a real letter.

Commented [A5]: this means you are not sure. if these are complaints of customers then you must be sure.

In my opinion, ~~problems~~ like these portray a ~~very~~ negative picture of the whole office. As reception is the first area visitors arrive in, it is essential that the place ~~should be~~ is neat, clean, and well equipped with necessary amenities. This will send out a strong and positive ~~vibes~~ regarding our office culture and work- place hygiene to any incoming guest.

Commented [A6]: issues would be better

Hence, I ~~would~~ suggest that we replace the old ~~sofas~~ furniture with new, ~~modern~~ and comfortable sofa sets. ~~Furthermore~~ ~~Further more~~, the air conditioning unit should also be upgraded. ~~Lastly~~, we should engage the services of ~~the~~ building's housekeeping and ~~isolate~~ the cause of foul smell.

Commented [m7]: Furniture could be anything

Commented [A8]: This sentence is not clear and needs further explanation. In an attempt to show off fancy vocabulary, you have degraded the clarity of your sentence.

Rephrase it: Lastly, we should ask the building's housekeeping or maintenance team to determine the cause of foul smell near the reception desk. In addition, we should install an aroma diffuser or an automated room freshener to maintain a pleasant smell in the reception area at all times.

Please let me know your thoughts on my inputs.

Yours sincerely,

Ayan Chakarabarty

Commented [A9]: Always write complete name in formal letter.

Word Count – approx. 197 words, which is fine.

WRITING TASK 2

You should write at least 250 words.

You should spend about 40 minutes on this task.

Some people say it is important to keep your home and your workplace tidy, with everything organised and in the correct place.

What is your opinion about this?

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

In today's fast-paced life, people often ~~don't get time forget~~ to clean the clutter in their homes and work areas. However, many ~~argue~~ that it is essential that we devote some time ~~to in~~ making our workplace and home ~~properly~~ organised and maintained. I too, am of ~~a~~ similar opinion. Hence, I would like to present ~~a few~~ negative impacts and supporting reasons as ~~to in~~ why it is important to correct these cons.

Commented [m10]: Argue is a wrong word here. Instead use 'opine', 'are of opinion', 'suggest'.

Commented [m11]: Organised and maintained somewhat presents similar meaning

Commented [m12]: This statement is not clear at all => negative impact on CC and TR

First of all, unorganised and untidy living areas tend to bring ~~negative vibes inside~~ the home. Dirty and ~~filthy~~ rooms are never presentable and it slowly suppresses the desire to live in ~~the house~~, let alone enjoy it. We tend to spend a significant amount of our daily time in our homes, hence it is essential that our homes are tidy and clutter-free as untidy areas can result in ~~germs and diseases~~. A clean and organized home looks hygienic, beautiful and makes us appear more ~~sociable~~. And lastly, it certainly brings positivity inside our residence.

Commented [A13]: how?

Commented [A14]: this is too strong of a word for this task. Nobody lives in a filthy house. It can be a little bit dirty but not filthy.

Commented [A15]: so what? please explain

Commented [A16]: what is the link between the two? not clear

Commented [A17]: already covered in first sentence. You are going back and forth and there is not progression in your paragraph. There are so many main points but none of them are adequately explained.

Similarly, cluttering of workspace areas like tables and office desks can cause significant ~~delays~~ in your work progress. Furthermore, in a workplace environment, spaces are limited, so it becomes essential that important work materials be present within a hand's ~~reach~~. A properly organised work area ~~motivates you to~~ provides uninterrupted focus towards your task. ~~This results in faster~~ execution of work. From my experience, I can very well confirm that in a properly organised work area ~~my~~ efficiency increases significantly and ~~my~~ concentration becomes better than ever.

Commented [A18]: the two halves of this sentence do not have a logical link. limited space means that everything must be properly organised otherwise there will not be enough space to work. It does not imply that everything should be within a hand's reach. In fact, in a small office, everything is within a hand's reach.

Commented [A19]: Now this relates to the first sentence of this paragraph. Jumping back and forth is not advisable. it spoils your CC.

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To summarize, if we desire our residential and workplace areas to be hygienic, beautiful as well as efficient, we need to ensure from time to time that it is properly organised and maintained.

Word Count – around 279. Ok.

Commented [A20]: Read this conclusion and read the question. Can you guess the topic correctly by just reading the conclusion. NO! The question is whether it is important to keep our homes and workplace tidy. This conclusion is not in context of the question.