

4 Letter Writing

You see the following advertisement in a newspaper.

International Culture Festival – Harrogate, Yorkshire, England

The International Culture Festival was run for the first time in 1992 and has been held every year since then. It is a non-political event open to all those who are interested in finding out about culture and customs in other countries.

Our aim is to promote international understanding. Please come along and present the culture and customs of your country to others. You can find out about other countries and meet interesting people.

We welcome people from all corners of the world. The common language is English, although of course many different languages are spoken at the festival. Last year 750 people from 30 different countries attended the Festival.

The Festival offers you a unique opportunity to set up a stand or give a performance of music, dance or theatre from your country. As well as this, you can offer specialities to eat and drink and display goods for sale or order.

For more details of the next festival please write to Janet Atkinson at

International Culture Festival
P.O. Box 34467
Harrogate HG 45 67F



You and a group of friends would be interested in attending the International Culture Festival and presenting something from your country. However you would like to have more details first and decide to write to the organisers.

Write a letter to Janet Atkinson and express your interest in the festival. Your letter should contain at least two of the following points and one other aspect:

- Ask about costs involved for you
- Ask for more details about the festival
- Explain what you expect from the festival
- Say what you would like to present from your country

Before starting the letter, decide on **the order** in which you think the four points should be included as well as an appropriate **introduction** and **close**. Include **your address** and **the address of the festival organiser**, also the **reference line, date, salutation** and **closing formula**.

Please write 150 -200 words.

Sample letter number 5.

International Culture Festival
PO Box 34467
Harrogate HG 45 67F

Tonia Eble
Sonnenbergstraße 11a
CH-6005 Luzern

May 19, 2009

Re: Festival

Dear Ms Atkinson,

We are two students from Switzerland and we are very interested in your International Culture Festival.

You write that the first festival was in 1992 and there was a festival every year since then.

This year my friend and I would like to go to your festival. We are very interested in other cultures. Moreover we like to talk to people from other countries. Therefore, this festival is great for us.

Could you please write us more details about the festival. When does it start? Where can we stay? We would like to stay two days. Where can we eat and sleep? My friend is vegetarian. Do you offer vegetarian dishes?

Could you please inform us about the costs? How much is it for three days? We hope it is not very expensive because, as I said earlier we are students.

Last but not least we would like to bring with us some typical clothes of our country. Switzerland is a small country, therefore we think many people don't know Swiss clothes.

Thank you for your consideration.

Sincerely,

Tonia Eble

A levél pontszáma: A B A vagyis 39/45

**Értékelés:
sample letter number 5.**

A levél pontszáma: A B A vagyis 39/45

Indoklás:

A feladat az volt, hogy egy érdeklődő levelet kell írni egy kulturális eseményt hirdető cégnek egy rendezvényt kapcsolatban.

a) tartalom: A levélírója mind a három szempontról ír. A szempontokat kifejti.
A levél tagolt.

b) A levél formailag jól szerkesztett, tartalmazza a levél tárgyát (hivatalos levélnél kötelezően ott kell lennie), a megszólítás, befejezés, búcsú formulák jók, azonban a mondatok közti kapcsolás, gondolatok átvezetése, bekezdések átvezetése az egyikből a másikba nem jó, illetve helyenként hiányzik.

c) Nyelvhelyesség: a hibáinak száma nem haladja meg az alkalmoszerű tévesztést.

Sample letter number 6.

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Harrogate HG 45 67F

Tonia Eble
Sonnenbergstraße 11a
CH-6005 Luzern

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Sincerely,

Tonia Eble

A levél pontszáma: D D D vagyis 0/45

**Értékelés:
sample letter number 6.**

A levél pontszáma: D D D vagyis 0/45

Indoklás:

A feladat az volt, hogy egy érdeklődő levelet kell írni egy kulturális eseményt hirdető cégnek egy rendezvénnyel kapcsolatban. Ez a levél ugyanaz, mint amit az 5. mintalevélnél tárgyaltunk, azonban nyelvhasználat szempontból átírtuk.

a) tartalom: amúgy megfelelne a feladatnak,

b) A levél második szempont kritériumainak is többé-kevésbé megfelelne,

c) azonban a nyelvhelyesség hibáinak száma olyan sok, hogy zavarja/gátolja az értést, illetve az olvasóban negatív benyomást is kelt.

Ebben az esetben az 1., illetve a 2. szempont már nem kerül értékelésre, pontozásra: a levél írója nem teljesítette a KER által előírt nyelvhasználói színvonalat.