

IELTS Letter #28

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You have been offered a job, asking you to start next week. You want the job very much but, because of a previous commitment, you want to delay the start for another two weeks.

Write to the Manager, accepting the job, but explaining your situation and asking for the change to your start date. You should write at least 150 words. Allow yourself 20 minutes for this task. You do not need to write your own address. Begin your letter as follows: Dear Sir or Madam . . . ,
 model answer (with some errors): Dear Sir or Madam

I am writing to request putting off the job which you have offered. I really want the job but I have a important previous commitment. So, I cannot start to work next week.

I was offered the job yesterday, which wanted me to start next week. Thank you so much for offering the job. I really want to work at your company. However, I cannot start next week because I have a previous commitment which is my sister's wedding. It is next weekend, besides. She lives in Korea and she want me to prepare her wedding with my parents. So I have to go to Korea next Monday. After the wedding I will travel a few days with my parents who wanted me to travel because I have lived for 4 years far from home. That is why I cannot start the work next week. I will come back to Sydney two weeks later. I would like to delay the start for another two weeks. Could you delay the start date for me?

Once again, thank you very much for offering it. I look forward to hearing from you as soon as possible.

Yours faithfully
 Comment: This letter shows fluency, and includes some variety in vocabulary and expressions. However, there is also some repetition and some errors in grammar, such as the following:

- 1) Choice of the type of article when the following word begins with a vowel sound (line 1)
- 2) Verb tense (line 2)
- 3) Incorrect linkage (replace relative clause) (line 3)
- 4) Incorrect use of vocabulary (line 5)
- 5) Missing preposition (line 7)
- 6) Word order (line 7)
- 7) Incorrect vocabulary (line 8)
- 8) Incorrect time expressions (line 8)
- 9) Agreement: linking of 'it' to related singular noun (line 1)