

Rephrasing the question in BULATS Writing Part One

Look at the answer to this task below and say what you think is good and bad about it.

You attended a presentation by one of your subordinates. Write **a brief email**:

- Telling him how well he did
- Asking him to put the presentation materials on the intranet
- Inviting him to give a similar presentation in the future

Write **approximately 60 words** in the space given below.

Student answer (60 words)

Dear Matt

Just a quick one to tell you how well you did with yesterday's presentation. You really did it well, so I'd like to ask you to put the presentation materials on the intranet.

I'd also like to invite you to give a similar presentation in the future. Is June OK?

Looking forward to hearing from you.

Best
Alex

Did you mention how many words and expressions are repeated from the question in the answer above? How bad do you think that is?

Replace words and expressions in the email above to make it better, just changing the grammar (e.g. changing a verb to a noun) if you can't think of any different words.

Replace as many words and expressions as you can in this email and then see if you have managed to avoid the words in the question.

Hi Melanie

Hope your week is going okay.

I'm writing because I'd like to meet the important visitors who are coming from Taiwan next week. My reason for wanting to meet them is to have a chance to use my Chinese language skills, as I don't often get the opportunity in my present job.

Do you think it is likely to be okay, even though I'm not in sales? If it could be okay, do you have any idea who I can contact about this matter?

Thanks in advance for your help.

BR
Alex

Task

You have received the following memo:

To: All staff

This is just to let you know that the sales team have some important visitors who are coming from Taiwan next week, so if you see them around the office please make them feel at home.

Thanks.

Melanie Smith, pp. Head of Sales

Write **an email** to Melanie saying that you'd like to be introduced to the guests. Things to include:

- Explain your reasons for wanting to meet them
- Ask if it is likely to be okay
- Ask for details of who else you can contact about this matter

Write **between 50 and 60 words** below.

Using as different wording from the question as possible, fill the gaps below:

Task

You were late for some of your appointments last week and your line manager has noticed. Write a message to him/ her:

- Saying sorry
- Giving reasons for your lateness
- Giving ideas for ways to avoid such problems in the future

Write **about 60 words** on the lines given below.

Dear Martin

I am writing to _____ the recent disruption in the underground service.

Unfortunately, it looks like they won't sort out the trains until at least the end of the month. _____ allowing me to work flexitime or partly from home for a couple of weeks?

Please let me know if that is okay.

Best regards

Jane

Do the following task, either individually in 15 minutes or in pairs. Avoid repeating the words in the question, and only use the partial model below if you really need to.

Task

You have received the following email:

Hi Alex

As requested, here are the minutes from the meeting that we both attended last week. I think I got all the important information, but as this is my first time in charge of taking notes and feedback would be very gratefully accepted.

Please let me know if anything needs changing or explaining in more detail.

Thanks
Samir

Write **an email** to reply to Samir. In that email:

- Thank him for the minutes
- Suggest some changes
- Try to arrange to talk about the issues further

Write **about 60 words** in the space given on this page.

Partial model answer

Hi Samir

Thanks for the _____. There were just a couple of things
_____.

- I seem to remember we agreed that the work would be split 50/50.
- Some people suggested bi-weekly progress check meetings, but no final decision was made.

_____ on Friday morning to _____?

Thanks again.

Alex

Possible answers

Dear Matt

Just a quick one to congratulate you on a great presentation. It really was one of the best I've seen. Could you put the materials on our computer system so people who missed it can have a look?

Would you be interested in also leading the same event next year?

Looking forward to hearing from you.

All the best

Alex

62 words

Hi Melanie

Hope your week is going okay.

I'm writing because I'm interested in meeting the from Monday from Taiwan. My main motivation is to have a chance to use my Chinese skills, as I don't often get the opportunity.

Might it be possible, though I'm not in sales? If so, do you have any idea who I should get in touch with?

Thanks.

BR

Alex

66 words

Dear Martin

I'm writing to apologise for my punctuality problems last week. This was due to the disruption in the underground.

Unfortunately, they won't sort out the trains until at least the end of January. Might I suggest allowing me to work flexitime or partly from home for a couple of weeks?

Please let me know if that's okay.

Best

Jane

61 words

Hi Samir

Thanks for the attachment and for getting it to me so quickly. There were just a couple of things I didn't entirely agree on:

- I seem to remember we agreed that the work would be split 50/50.
- Some people suggested bi-weekly progress check meetings, but no final decision was made.

Are you free Friday morning to continue the discussion?

Cheers

Alex

65 words