

➤ Candidate Name: Shruti Arya

- Date of Evaluation: May 7, 2019
- Submitted on: May 6, 2019

Letter: Write a letter to your manager to open a cafeteria in the office.

**Total Number of Words: More than 350**

### Errors and Suggested Corrections

1. Do not use Sir/ Madam, either it is Sir or Madam
2. Spellings of "Writing" are incorrect
3. Being "The president" suggests a tone of arrogance as you have quoted it. You could write, Being the President of Employees' Association"
4. We are "honoured and privileged have similar meaning". It could be written as "We are privileged to work in this esteemed organisation.
5. "Big company" replaced by "esteemed organisation" will fetch you marks for lexical resources.
6. Paragraph 2 and 3 are unnecessary as you have already thanked the organisation for providing an opportunity to work in it. You are supposed to give your suggestion to open a cafeteria but Paragraph 2 and 3 are written in the praise of the organisation, which is redundant.
7. Meaning of internees- a person who is confined as a prisoner, especially for political or military reasons.
8. **All the interns is correct.**
9. All of us- replace it with "All the employees or the staff" spends around 10-12 hours of a day in the office and last minutes deliverables **makes, "Deliverables is plural therefor make will be used" Error of Subject Verb Agreement"**
10. **Their brain-** No noun was used for in the preceding sentences to with comply **their**
11. **It could be written as-** Long working hours and stress make employees exhausted and this affects the output of the work.
12. How about- Highly informal- The association has come up with a suggestion to open a cafeteria the in office premises.
13. The cafeteria can serve coffee, tea and other eatables for the employees. This area can be used for brainstorming activities and casual discussion among different teams.
14. Also, a few indoor or table games like- pingpong, table soccer, chess would help the staff to divert their mind from work pressure.
15. I would appreciate- "We would appreciate" If you can- If you could

**Errors and Suggested Corrections**

- 16. I would appreciate- “We would appreciate” If you can- If you could
- 17. Kindly consider this proposal and put forth the same in front of the higher authorities. –  
Instead of Feel free to contact \_\_\_\_\_ again informal.
- 18. Use only “Sincerely, Yours Truly/Truly/ Faithfully

<b>Task Achievement</b>	5
<b>Coherence and Cohesion</b>	4.5
<b>Lexical Resources</b>	5
<b>Grammatical Range and Accuracy</b>	4.5
<b>Overall</b>	5

**Note:**

- The letter should be in 150-200 words as you would have task II to write in the exam.
- Do not include unnecessary information or paragraphs to exaggerate your point. Be specific and brief.
- Avoid incorrect spelling mistakes and write clearly.
- Plural subjects take plural form of verb- Boys play
- Singular subjects take singular for of verb- boy plays.
- Formal letters should not have informal sentences.
- Improve your vocabulary

Thanks and Regards

Insiya

GrammarEdge

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