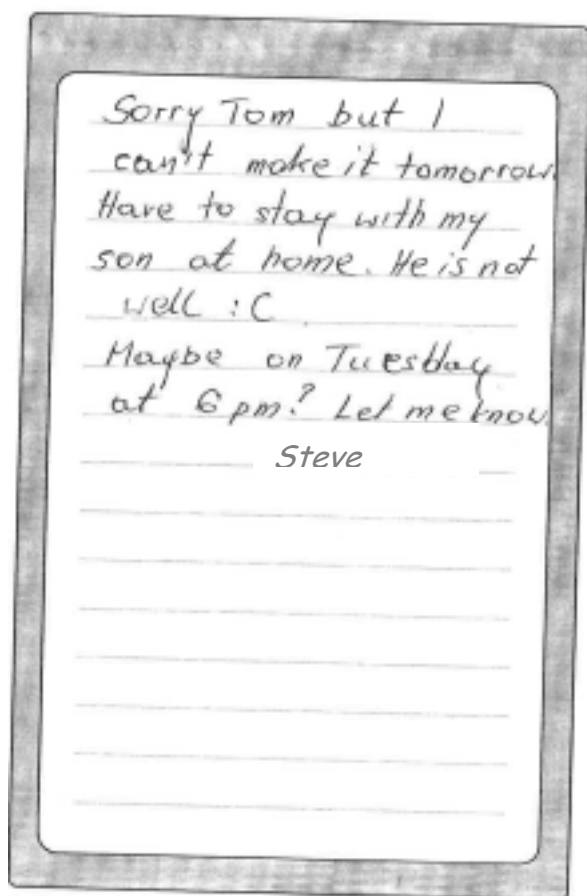
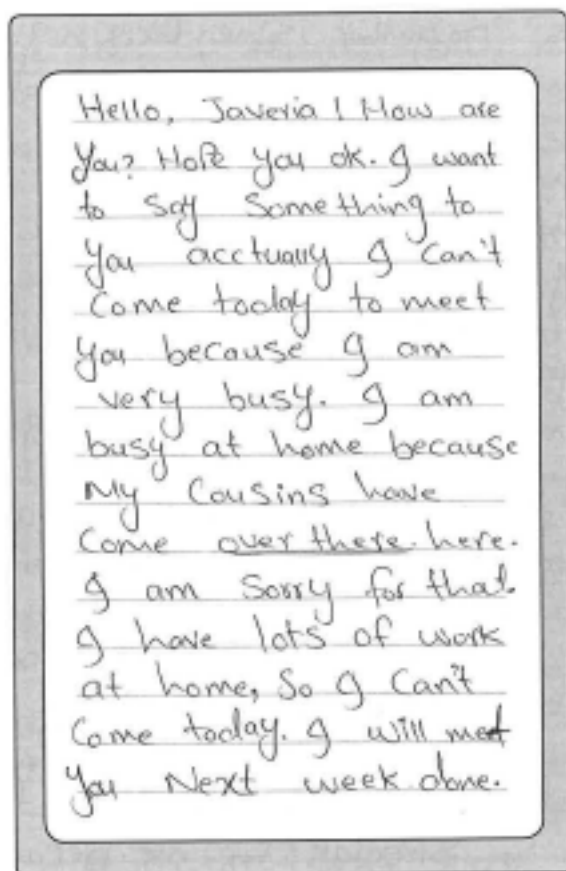


## Trinity College London Skills for Life (QCF) Writing exams Guidance for Entry 3 Task 3: Compose text message

3. You have arranged to meet your friend tomorrow but now you can't go. Write your friend a text message to say why you can't meet. Apologise and suggest another time. Write about 30 words



This is a highly successful example of a text message. It addresses all the required points and is concise, showing control of all features of the genre. The candidate scores 4 marks.



The candidate has demonstrated an appropriate greeting/register and has said why she cannot meet her friend. However, she has not fulfilled all the requirements of the task, there is some repetition and the answer is over length. The candidate scores 2.

Hi. Rob, How are you? I  
have arranged to meet with  
you tomorrow but unfortunately  
I can't to meet ~~to~~ with you.  
because I have a  
Some problem my car ~~engine~~  
road tax. That time  
finish my car Road Tax.  
So tomorrow I will make  
my car Road Tax.  
That's why I can't to  
meet with you. I am  
really very very sorry  
to you. I think so can  
I meet next to day is best.  
If you can let me ~~know~~ bye,  
know,

Ali

Although the candidate gives a reason and apologises, his attempts to suggest another time are confused. Parts of the text message are informal in register while other parts are slightly more formal, which affects its success eg. *I have arranged to meet with you tomorrow*. The candidate scores 2.

**Names have been changed.**