## Writing sample tasks

### TASK 1

Here you have some questions posted on the *Course Reading Forum*.

<table>
<thead>
<tr>
<th>Question 1: Course reading forum??</th>
</tr>
</thead>
<tbody>
<tr>
<td>by J Garcia - Friday, 6 March 2015, 14:22</td>
</tr>
</tbody>
</table>

Hello,

I do not understand what we have to write about the reading in forum. Do we have to write a summary or ask questions? Is it obligatory to participate? Can I just participate once or must we respond to our classmates? Will we get a grade?

Have a good weekend!

Comments to Question 1:

<table>
<thead>
<tr>
<th>RE: Course reading forum??</th>
</tr>
</thead>
<tbody>
<tr>
<td>by S. Pujol - Friday, 6 March 2015, 14:22</td>
</tr>
</tbody>
</table>

Hi!!!

I have the same problem. I do not like the virtual campus. Also, I prefer videos instead of reading.

Cheers!!

You decide to write a response to the forum in which you:

- justify why it is important to comment on the readings
- explain how students should interact and how they will be graded
- detail what type of information they should include in their contributions

Write a minimum of 200 words.
Dear tutor,

I am writing from Solutions Ltd. As you know, we currently have one of your students doing their work placement with us. After our management meeting this morning, I have been asked to express some concerns we have to you.

Firstly, the student is not complying with the schedule, and usually arrives about 30 minutes late, spends a lot of time outside smoking, then leaves early. Secondly, when management has tried to speak to the student about this problem, we have basically been told that it is none of our business. Thirdly, we are not impressed with the general training the student has; we work with platforms that are part of any university program, but we are surprised at how little the student seems to know.

We would appreciate it if you could speak to this student to improve the experience for everyone.

Regards,
Solutions Ltd.

You write an email to the student in which you:

- justify the importance of the complaints
- propose actions to take
- explain the consequences of inaction

Write a minimum of 200 words.