

TOEFL Writing Feedback Report

Prepared for Daniel · Write an Email · July 11, 2026 · 116 words

4/5

est. 24/30 · pre-2026 scale

Scores out of 30 in this report are Reach120 estimates on the pre-2026 comparison scale (useful for reading older admission requirements), not official ETS scores. Since January 21, 2026, ETS reports Writing as a 1.0–6.0 band in half-point increments.

QUESTION

You recently joined a university club, but the weekly meeting time conflicts with one of your classes. Write an email to the club president.

In your email:

- Explain your scheduling conflict
- Suggest an alternative way to stay involved
- Ask about recordings or summaries of the meetings

OVERALL — GOOD · HIGH-INTERMEDIATE

A clear, polite email that addresses all three requirements. The purpose is stated early and the suggested alternative is realistic. A few word-choice slips and one run-on sentence keep it just below the top band.

Content		4.5 / 5
Organization		4 / 5
Language		3.5 / 5
Format & Tone		4.5 / 5

WHERE THIS SCORE SITS ON THE ETS RUBRIC

5	Excellent	Fully successful response — clear, well organized, and precise.	
4	Good	Mostly successful — minor lapses in development or language.	← your score
3	Fair	Adequate — ideas present but development or accuracy is uneven.	
2	Limited	Noticeable gaps in ideas, organization, or language control.	
1	Weak	Little successful development; frequent errors obscure meaning.	
0	Unscored	Blank, off-topic, or not enough language to evaluate.	

STRENGTHS

- All three bullet-point requirements are covered with specific detail.
- Appropriate greeting and courteous closing match the audience.
- Clear paragraph structure: purpose, conflict, proposed solution.

AREAS TO IMPROVE

- ! One run-on sentence in the second paragraph should be split for clarity.
- ! The phrase "make a participation" is unnatural — use "take part" or "participate".

ONE SCORE HIGHER — PATH TO 5/5

HIGH Language control

Two word-form slips and a run-on sentence are the only barriers to the top band.

~~make a participation in the events~~ → **take part in the events**

Band 5 emails read naturally throughout — collocation accuracy is what examiners check last.

MEDIUM Sentence variety

Most sentences follow the same subject-verb pattern; one complex sentence would lift the language score.

Try one conditional ("If the meetings are recorded, I could...") to show range.

Closing these gaps is what typically moves a response to 5/5 on the ETS rubric.

SUGGESTED FIXES

1. Split the run-on sentence

~~I have a required lecture at that time and I cannot change it and I really want to stay in the club.~~ → **I have a required lecture at that time that I cannot change. However, I would really like to stay in the club.**

Three independent clauses joined by "and" read as a run-on. Splitting them sharpens the request.

2. Natural word choice

~~make a participation in the events~~ → **take part in the events**

"Participation" is not used with "make" — collocations like "take part in" sound natural.

NEXT PRACTICE, FOCUS ON

HIGH IMPACT

- › Proofread for run-on sentences before submitting — split anything with two "and"s.

QUICK WINS

- › Learn 10 common verb + noun collocations (take part, make a request, give feedback).

YOUR RESPONSE

Dear Club President,

I hope you are doing well. I am writing because I recently joined the photography club and I am very excited about the activities this semester.

Unfortunately, the weekly Tuesday meeting conflicts with my statistics class. I have a required lecture at that time and I cannot change it and I really want to stay in the club. Would it be possible for me to help with the weekend photo walks instead?

Could you let me know if the meetings are recorded, or if someone shares a short summary afterwards? That way I can follow the club decisions and make a participation in the events.

Thank you for your understanding.

Best regards,
Daniel