

Dear Ms _____,

I am a British citizen who is studying in Brazil, and I am interested in applying to enter _____'s sixth form in the future.

I am currently in Year 9 (in Brazil), and I understand that applicants need to have completed GCSEs or an equivalent. I would like to understand what the equivalent might be for someone in my situation. As Brazilian and UK schools run at different times, I would likely need to leave Brazil before finishing Year 11 to join Year 12 in September.

Can you please inform me how _____ (school name) accepts applicants from Brazil in this situation, and what qualifications would be acceptable and equivalent to the GCSE?

If this is not possible, please let me know when I should consider entering _____ (school name) to enter sixth form in _____. (school name)

Thank you for your time

Kind regards,

_____ (full name)

[I am planning to send this email to the school. I know this is probably a very dumb question but I have no one to check this with.]

COPYEDITED TEXT

(WC 121)

MEDIUM COPYEDIT

*(spelling, punctuation, word choice, and grammar;
style consistency; sentence structure and arrangement)*

Dear Ms. _____,

I am a British citizen studying in Brazil, and I am interested in applying to enter _____'s sixth form in the future.

I am currently in Year 9 (in Brazil), and I understand that applicants need to complete GCSEs or an equivalent. Can you please inform me how _____ (school name) accepts applicants from Brazil in this situation and what qualifications are acceptable and equivalent to the GCSE?

Brazilian and UK schools run at different times, so would I need to leave Brazil before finishing Year 11 to join Year 12 in the UK in September? When should I plan to enter sixth form in _____? (school name)

Thank you for your time.

Kind regards,

_____ (full name)

FEEDBACK

So, you have two questions here: what is equivalent to GCSEs and how would you time your transfer from Brazil to the UK. The text was originally arranged so that first you provided information about both, then you asked the questions. I rearranged it so that first you explain and ask about the testing, then you explain and ask about the timing. This will make it easier for the recipient to consider each topic separately.

I noticed one item that may need to be clarified: When you ask “how” the school accepts applicants from Brazil, do you mean “what is the process” and/or “is the process different” for applicants from Brazil or do you mean “what is the acceptance rate for applicants from Brazil” or something else?

I hope this school appreciates your planning ahead like this! Good luck with your educational goals.

COPYEDITED TEXT*(with Track Changes on)***(WC 121)***(spelling, punctuation, word choice, and grammar;
style consistency; sentence structure and arrangement)***MEDIUM COPYEDIT**

Dear Ms. _____,

I am a British citizen ~~who is~~ studying in Brazil, and I am interested in applying to enter _____'s sixth form in the future.

I am currently in Year 9 (in Brazil), and I understand that applicants need to ~~have completed~~ complete GCSEs or an equivalent. ~~I would like to understand what the equivalent might be for someone in my situation.~~ Can you please inform me how _____ (school name) accepts applicants from Brazil in this situation, and what qualifications ~~would be~~ are acceptable and equivalent to the GCSE?

~~As~~ Brazilian and UK schools run at different times, so ~~I would~~ I likely need to leave Brazil before finishing Year 11 to join Year 12 in the UK in September.?

~~If this is not possible, please let me know when~~ When ~~I should~~ I consider entering _____ (school name) plan to enter sixth form in _____? (school name)

Thank you for your time.

Kind regards,

_____ (full name)