

QCF ESOL Skills for Life

Level 1 – Writing

Sample



Your full name: _____
(BLOCK CAPITALS)

Centre: _____ Date: _____

Candidate registration number: _____

Time allowed: 110 minutes

Please answer **all** questions. Write your answers in pen, **not** pencil.
You may **not** use dictionaries. You may **not** use correction fluid.

Planning section

*For this exam you must show you know how to plan your writing. Use this section to plan your answer to one or two of the tasks in this exam paper. Remember, you **must** plan at least one answer in this box.*

Use this box to plan your answers.

Task 1

You have a full-time job but you want to apply for a job-share position at work, so you will work only 2.5 days a week and share the work with a colleague. Complete the application form below. Write about 200 words in total for the form.

APPLICATION TO JOB-SHARE
Name:
Department:
Post held:
Please give a brief description of your current duties: <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Please outline your reason for wishing to job-share: <div></div> <div></div> <div></div> <div></div> <div></div>

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Task 2

Write a report for your teacher on the subject of recycling in your area. Explain why people recycle, describe the facilities in your area and suggest ways to encourage people to recycle more.

Write about 250 words.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Task 3

You are going away for two weeks and you have arranged travel insurance on the internet, but the documents haven't arrived yet. Write an email to the insurer expressing your concern and asking them to resolve the problem quickly.

Write about 150 words in your email.

The image shows a screenshot of an email client window. The title bar includes menus: File, Edit, View, Insert, Format, Tools, Message, and Help. Below the title bar is a toolbar with icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are as follows:

- To: a.person@email.com
- Cc:
- Subject: Re: Travel insurance

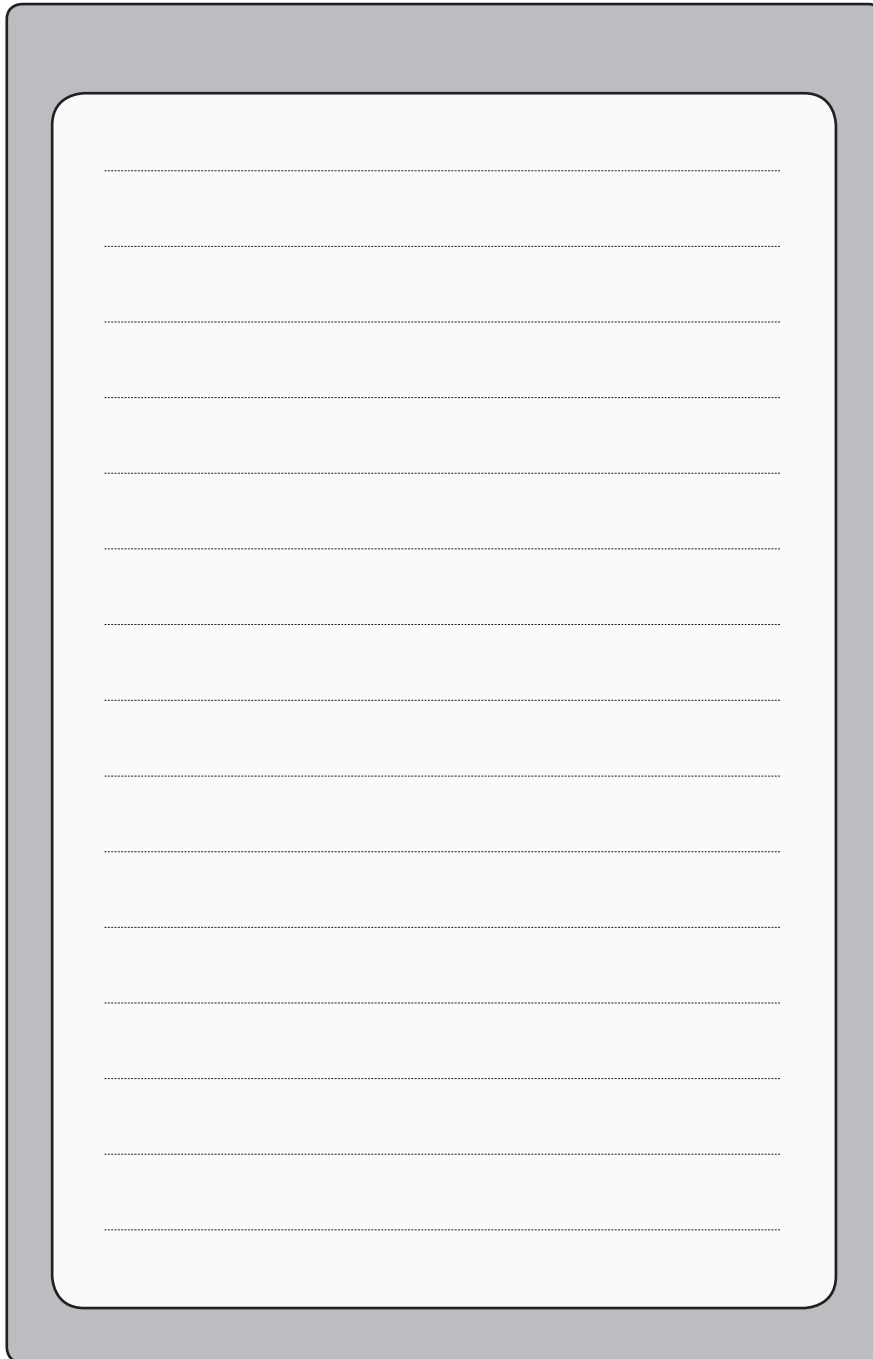
Below the header is a rich text editor toolbar with icons for text formatting (bold, italic, underline, strikethrough, text color, background color) and alignment (left, center, right, justified). The main body of the email is a large area with horizontal dotted lines for writing.

A large rectangular box with a solid black border, containing 25 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

Task 4

Your friend is coming to visit you next month but you have an important work event. Write him/her a text message to rearrange the date.

Write about 30 words in your text message.

A large rectangular box with a grey border and rounded corners, designed for writing a text message. Inside the box, there are 20 horizontal dotted lines for writing.