

**QCF**  
**ESOL Skills for Life**  

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**Level 2 – 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 3

Your manager is organising a work training event next month. Write an email to attendees including an invitation, information on the agenda and requesting confirmation of their attendance.

Write about 200 words.

The image shows a screenshot of an email client window. The title bar includes menus: File, Edit, View, Insert, Format, Tools, Message, and Help. The toolbar contains icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are: To: a.person@email.com, Cc: (empty), and Subject: Training event. Below the header is a rich text editor toolbar with icons for text color, background color, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and insert image. The main body of the email is a large area with horizontal dotted lines for writing.

A large rectangular writing area with a solid border and horizontal dotted lines for writing. The area is empty and ready for text.

### Task 4

You want to see a new film at the cinema with your friend. Your friend is not sure whether to come. Write an email to your friend, persuading him or her to come with you.

Write about 50 words.

The image shows a screenshot of an email client window. The title bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Message', and 'Help'. The menu bar contains 'Send', 'Cut', 'Copy', 'Paste', 'Undo', 'Check Spelling', 'Attach', 'Priority', 'Sign', 'Encrypt', and 'Offline'. The 'To' field is filled with 'a.person@email.com'. The 'Cc' field is empty. The 'Subject' field is filled with 'Cinema'. Below the address fields is a rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert image. The main body of the email is a large, empty area with horizontal dotted lines for writing.