

ESOL Skills for Life (QCF)

Level 1 – Writing

Sample 2



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 are not satisfied with the food that is served in the staff canteen and want to suggest some changes. Complete the form below.

Write about 200 words in total for the form.

[illegible]

[illegible]

Task 2

Write a report for your teacher on the shops in your local area. Describe what shops there are, whether they offer good value and suggest how to improve shopping facilities in your area.

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 a one-week holiday and want a temporary worker to do your job while you are away. Write a letter to your manager, explaining why it is necessary for someone to do your job and asking him/her to hire someone for one week.

Write about 150 words in your email.

The image shows a screenshot of an email client window. The menu bar at the top includes File, Edit, View, Insert, Format, Tools, Message, and Help. Below the menu 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: manager@company.com
- Cc:
- Subject: Temporary worker

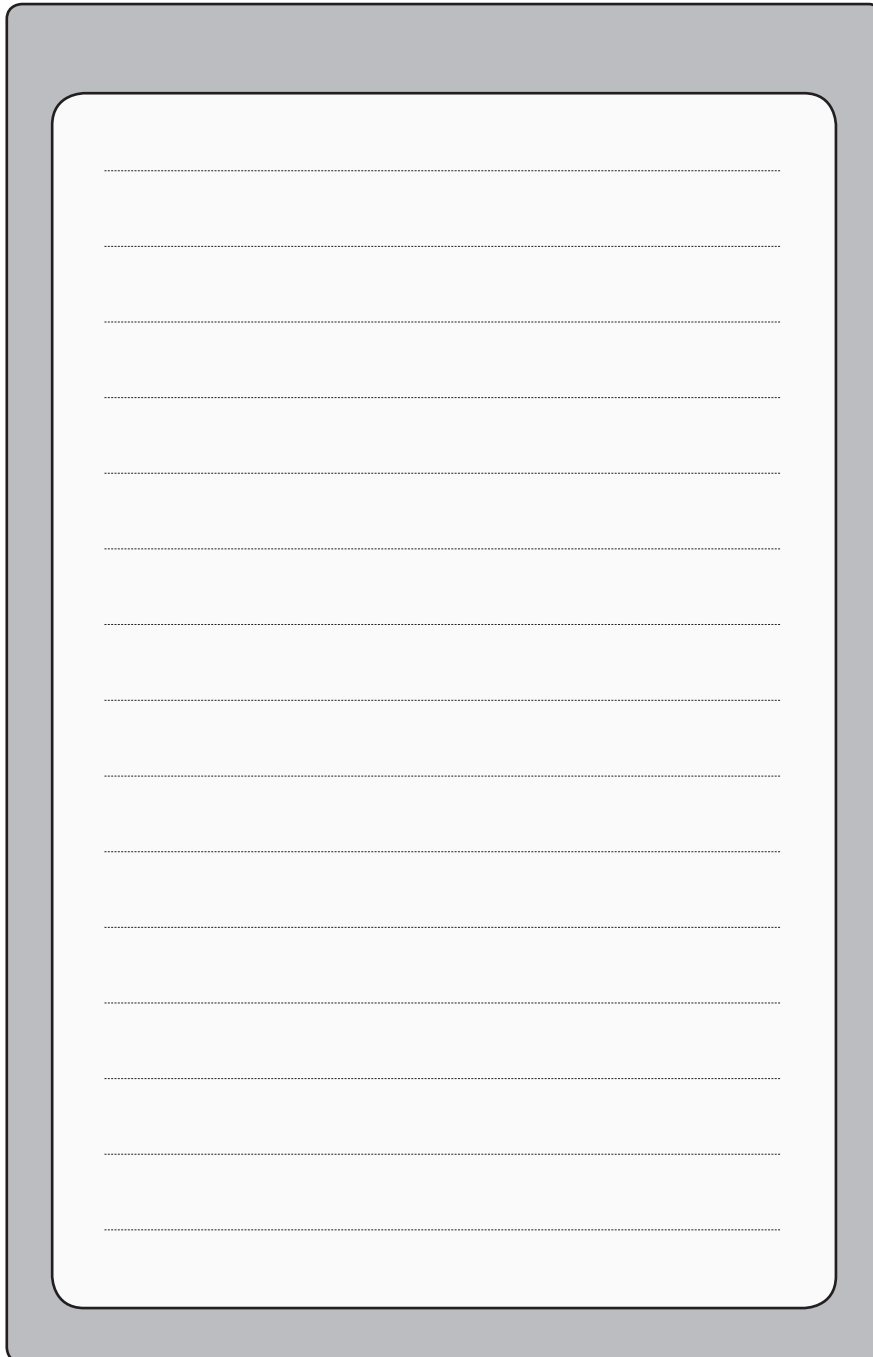
The main body of the email is a large, empty text area with horizontal lines for writing.

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 has invited you to go out this evening, but you have to study. Write your friend a text message explaining why you can't go and suggesting another evening.

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 18 horizontal dotted lines for writing.