ESOL Skills for Life (QCF)
Level 2 – 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.

*Answer **all** four tasks on this exam paper.*

Task 1

You want to submit a request form for some staff members to attend a training course for work. Complete the form below. Use the notes and information in the chart below to write your answer.

Write about 250 words in total for the form.

Training course requested	Number of employees requesting course	Length of course requested	Cost per person
Computer Skills	5	2 days	£40
Health and Safety	4	3 days	£80
Administration	2	1 day	£20

Reasons for training:
- new systems and general work procedures
- no training for a long time
- courses not expensive

But:
- busy time at work/short-staffed

So:
- attend courses at different times?
- hire temporary staff?

Full name	
Department	
Job title	

Outline your department's training needs

Please propose possible solutions to any potential issues arising from your request

Signed	
Date	

Answer all four tasks on this exam paper.

Task 2

Write a review for a magazine of a shopping centre you have visited recently.

Write about 250 words.

Answer all four tasks on this exam paper.

Task 3

Your company recently placed an order with a stationery company but only received the envelopes and not the paper or pens you ordered. Write an email to the manager of the company explaining the problem, what you want them to do and what will happen if your request isn't met.

Write about 200 words.

File Edit View Insert Format Tools Message Help	

Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline

To: a.person@email.com
Cc:
Subject: Incorrect delivery

Task 4

You want to visit a new street market 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.

File Edit View Insert Format Tools Message Help

| Send | Cut | Copy | Paste | Undo | Check | Spelling | Attach | Priority | Sign | Encrypt | Offline |

To: a.person@email.com

Cc:

Subject: Street market