

# ESOL Skills for Life (QCF)

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## Level 1 – Writing

### Past paper 1



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.

*For examiner use only*

Examiner initials	Examiner number

## 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 part-time job, but you want to increase your hours to full-time. Complete the application form below.

Write about 200 words in total for the form.

[illegible]

Turn over page

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 text or other markings on the paper.

## Task 2

Write a report for your teacher on the subject of public transport in your area. Explain the services that are available, describe which is the best way to travel around and suggest ways to encourage more people to use public transport.

Write about 250 words.

[illegible]

Turn over page



**Task 3**

You have received a box of damaged goods from one of your suppliers. Write an email to the supplier, explaining what the problem is and asking them to resolve the problem.

Write about 150 words in your email.



An email composition window with a menu bar (File, Edit, View, Insert, Format, Tools, Message, Help) and a toolbar (Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, Offline). The header fields are: To: supply@fastmail.com, Cc: (empty), Subject: Re: Damaged goods. The main body is a large area with horizontal dotted lines for writing.

Turn over page

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**

A friend has asked you to go to the cinema to see a film. You don't want to see the film your friend has suggested. Explain why and suggest another option.

Write about 30 words in your text message.

**End of exam**