

ESOL Skills for Life (QCF)

Level 1 – Writing

Past paper 3



Your full name:
(BLOCK CAPITALS)

Centre: Date:

Candidate registration number:

Time allowed: 110 minutes

Please complete **all four** tasks. 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.

Please outline what action is needed.

Please explain the benefits of taking the action described.

Task 3

Your new laptop stopped working so you have sent it away to be repaired. A month has passed and the manufacturer has still not been in touch. Write an email to the company 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 composition window. At the top is a menu bar with the following items: 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: computers4U@mail.com, Cc: (empty), and Subject: Laptop not working. The main body of the email is a large rectangular 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

You want to meet a friend for a coffee. Send him/her a text message suggesting a time and place. Explain why you can't meet at lunch time.

Write about 30 words in your text message.

A large rectangular box with a grey border and rounded corners, intended for writing a text message. The box contains 18 horizontal dotted lines for writing.

End of exam

