

ESOL Skills for Life (QCF)

Level 2 – Writing

Past paper 2



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.

Task 1

Your company recently paid for you to go on a computer course. Your manager has asked you to report on the course by completing the form below. Use the notes to write your answer.

Write about 250 words in total for the form.



COURSE DETAILS	I EXPECTED....	PROBLEMS
Word-processing	Advanced functions	Too basic - not useful
Databases	Basic use	Too fast - difficult to understand
Email communication	Advanced	No problems - good
Course tutor	Knowledgeable and experienced	Friendly, but this was his first course!

REPORT ON COURSE	
Name of employee	
Job title	
Department	
Course completed	
Outline your expectations of the course	
<hr/>	
<i>NB The form continues overleaf</i>	

Turn over page

Outline your experience of the course

Lined writing area for the first question.

Would you recommend this course to others?

Lined writing area for the second question.

Signed

Blank space for a signature.

Date

Blank space for a date.

Task 3

You recently had to travel by train to an important work meeting. There were problems with the journey. Write a letter to the train company, explaining what went wrong and telling them what action you want them to take.

Write about 200 words.



Turn over page

A large rectangular writing area with horizontal dotted lines for writing. The area is enclosed in a solid black border and contains 25 horizontal dotted lines spaced evenly down the page.

Task 4

You have passed your driving test and want to tell your friend your good news. Write an email to your friend, telling him or her how you feel, and suggest what you could do together to celebrate.

Write about 50 words.

The image shows a simulated email composition window. At the top, there is a menu bar with the following items: File, Edit, View, Insert, Format, Tools, Message, and Help. Below the menu bar is a toolbar containing icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are as follows: To: a.person@email.com, Cc: (empty), and Subject: My news. The main body of the email is a large text area with horizontal dotted lines for writing.

End of exam

