### **ESOL Skills for Life (QCF)**



## Level 1 - Writing Past paper 6

Your full name: (BLOCK CAPITALS)	
Centre:	Date:
Candidate registration number:	
Time allowed: 110 minutes	
Please complete <b>all four</b> tasks. Write your answers in pen, <b>not</b> pencil. You may <b>not</b> use dictionaries. You may <b>not</b> 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

The company you work for doesn't have a canteen and the nearest café is closing down. You would like your company to finance and create a kitchen area where staff can make their own food. Complete the form below.

Write about 200 words in total for the form.

APPLICATION TO FINANCE A PROJECT
Name:
Department:
Telephone number:
Describe the changes you would like to make.
NB The form continues overleaf

Why is this change important?			
How will this benefit the company?			

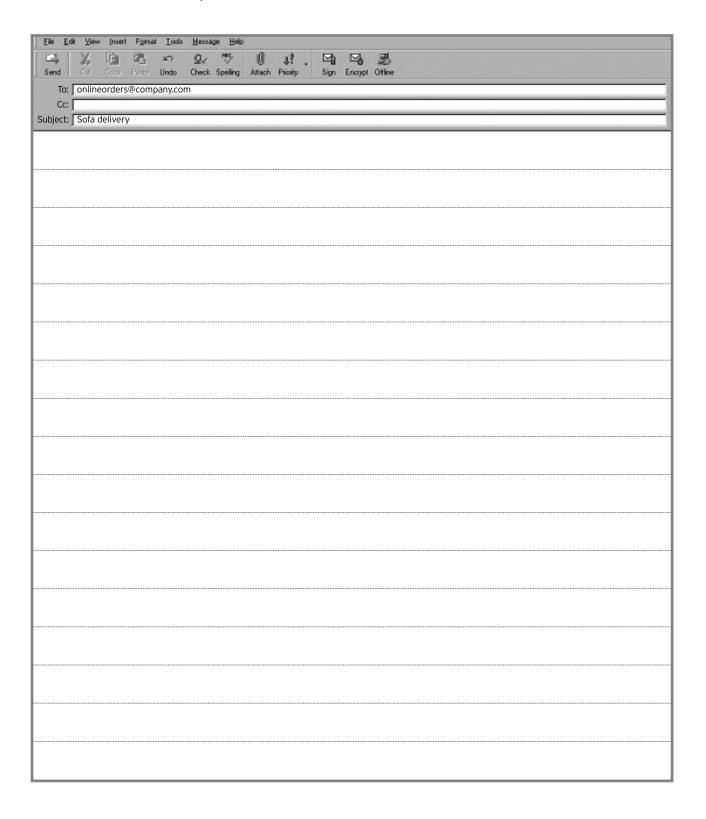
# **Task 2**Write a report for your teacher about your college library. Explain what is good and bad about it. Suggest ways to improve the library.

Write about 250 words.				


#### Task 3

You recently bought a sofa and arranged a delivery date but it did not arrive. You have emailed the shop manager several times but he has not replied. Write an email to the company's head office explaining what has happened and asking them to resolve the problem.

Write about 150 words in your email.



#### Task 4

You planned to visit your friend who lives in another town, but now you can't go. Write him/her a text message explaining why you can't meet and suggesting another day.

Write about 30 words in your text message.

