

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 **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

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.

[illegible]

Turn over page

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.

[illegible]

Turn over page

Handwriting practice area with 25 horizontal dotted lines.

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.

File

Edit

View

Insert

Format

Tools

Message

Help

Send

Cut

Copy

Paste

Undo

Check

Spelling

Attach

Priority

Sign

Encrypt

Offline

To: onlineorders@company.com

Cc:

Subject: Sofa delivery

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 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.

A large rectangular box with a grey border and a white interior, containing 15 horizontal dotted lines for writing a text message.

End of exam

