

ESOL Skills for Life (QCF)

Level 2 – 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

Every year, the company you work for organises a series of fundraising events for a charity chosen by the staff. Complete the suggestion form below. Use the notes to write your answer.

Write about 250 words in total for the form.

 <p>Mayfield Seniors Lunch Club</p> <ul style="list-style-type: none"> • Provides free weekly meals for the elderly • Great for lonely people • Lovely food - they make the people feel really special • Dedicated volunteers • Oven is really old. Can't keep using it much longer 	<p>Mayfield Youth Drop-in Centre</p> <ul style="list-style-type: none"> • Keeps young people off the streets • Not much else to do in our town • Advice workers are brilliant - help people improve skills for work • They really need some new computers
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CHARITY SUGGESTION FORM	
Help us choose a charity to support next year! Complete this form and return it to your head of department.	
Name	
Job Title	
Department	
Name of your chosen charity	
1. Describe the charities you have considered:	
NB The form continues overleaf	

Turn over page

2. Say which one you think the company should support and why:	
Signature	
Date	

Task 2

Write an article for a magazine about a street market you visited recently.

Write about 250 words.

Turn over page

Task 3

Your company is recruiting a new member of staff and you have a shortlist of applicants to interview. Write an email to the applicants inviting them for interview, telling them what they should bring with them, and explaining what will happen during the interview. For example, they may have to do something such as a presentation, take part in team building exercises, have lunch together or something else.

Write about 200 words.

The image shows a screenshot of an email composition window. At the top is a menu bar with the following options: 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, Print, Sign, Encrypt, and Offline. Below the toolbar are three text fields for the email header: 'To: Applicants', 'Cc:', and 'Subject: Interview'. The main body of the window is a large, empty text 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

Your friend is starting a new job next week and he/she is nervous. Write an email reassuring your friend and giving reasons why it will be fine.

Write about 50 words.



The image shows a screenshot of an email composition window. At the top is a menu bar with '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:' is filled with 'a.person@email.com'; 'Cc:' is empty; 'Subject:' is filled with 'New job'. The main body of the email is a large rectangular area with horizontal dotted lines for writing.

End of exam

