# 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.

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.

Mayfield Seniors Lunch Club	Mayfield Youth Drop-in Centre
ullet Provides free weekly meals for the elderly	$m \cdot$ Keeps young people off the streets
<ul> <li>Great for lonely people</li> </ul>	ullet Not much else to do in our town
<ul> <li>Lovely food - they make the people feel really special</li> </ul>	<ul> <li>Advice workers are brilliant – help people improve skills for work</li> </ul>
<ul> <li>Dedicated volunteers</li> </ul>	ullet They really need some new computers
<ul> <li>Oven is really old. Can't keep using it much longer</li> </ul>	

## CHARITY SUGGESTION FORM

Help us choose a charity to support next year! Complete this form and return it to your head of department.

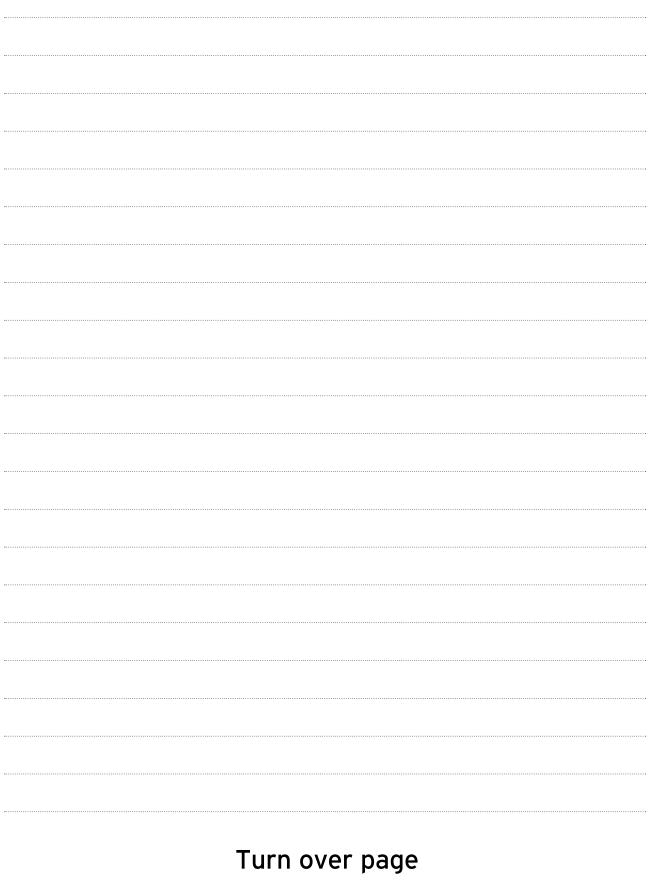
Name							
Job Title							
Department							
Name of your chosen charity							
1. Describe the charities you have considered:							

NB The form continues overleaf

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

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

Write about 250 words.




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.

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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.

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