

ESOL Skills for Life

Level 1 – Writing



Sample paper 2

Your full name:.....
(BLOCK CAPITALS)

Candidate number:.....

Centre number:.....

Exam date:.....

Time allowed: 110 minutes

- ▶ Write your name, candidate number, centre number and exam date on the front of this exam paper.
- ▶ You must not open this exam paper until instructed to do so.
- ▶ Please complete **all four** tasks.
- ▶ Write your answers in blue or black pen on the exam paper.
- ▶ You must not use pencil, erasable pen or correction fluid on the exam paper.
- ▶ You must not use a dictionary in this exam.

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

You are not satisfied with the food that is served in the college canteen and want to suggest some changes. Complete the form below.

Write about 150 words in total for the form.

STUDENT SUGGESTION FORM	
Name:	
Course:	
Date:	
Please give a brief description of the problem(s):	
Please outline what changes you would like:	

NB The form continues overleaf

Turn over page

[illegible]

Task 2

Write a report for your teacher on the shops in your local area. Describe what shops there are, whether they offer good value and suggest how to improve shopping facilities in your area.

Write about 250 words.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Turn over page

Task 3

You are going away for a one-week holiday and want a temporary worker to do your job while you are away. Write an email to your manager, explaining why it is necessary for someone to do your job and asking him/her to hire someone for one week.

Write about 150 words in your email.

To:	manager@company.com
Subject:	Temporary worker
<div></div>	

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 has invited you to go out this evening, but you have to study. Write your friend an email explaining why you can't go and suggesting another evening.

Write about 80 words.

[illegible]

End of exam

