

# ESOL Skills for Life

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## Level 1 – Writing



### Practice paper 1

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

Candidate number:.....

Centre number:.....

Exam date:.....

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

A new shopping centre is opening in your town and there are many customer service jobs available. Complete the form below.

Write about 150 words in total for the form.

Customer Service Job Application Form	
Name:	
Date:	
Store location:	
Which job are you interested in applying for? Why?	
What skills and experience do you have which would make you suitable for this post?	
NB The form continues overleaf	

Turn over page

Give an example of a time when you had to deal with a difficult person.

## Task 2

There have been some complaints about traffic in your area. Write a report for your teacher explaining how heavy traffic can be a problem and suggesting ways to encourage people to use other forms of transport.

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 bought a laptop on the internet. The laptop has been delivered, but it is not working properly. Write an email to the supplier explaining the situation and requesting a fast solution to the problem.

Write about 150 words in your email.

[illegible]

**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 are going to be late to see your friend later today. Write an email to your friend explaining why you will be late and telling them when you hope to arrive.

Write about 80 words in your email.

To: friend@email.com

Subject: Meeting later

# End of exam





