

# ESOL Skills for Life

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## Level 2 – 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.*



**Please describe the events leading up to the complaint.**

**Describe what action(s) you took as a result of the complaint.**

## Task 2

Write an article for a college magazine about an enjoyable course at the college.

Write about 250 words.

Turn over page



### Task 3

Your manager has asked you to organise a staff conference with a guest speaker. Write an email to attendees inviting them to the conference, giving information about it and asking them to send you any dietary requirements for the lunch that will be provided.

Write about 200 words.

[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.









