Integrated Skills in English

ISE III

TRINITY COLLEGE LONDON

The Controlled Written examination

Wednesday 18 April 2012 10.00am–12.30pm

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

Candidate registration number: .....

Centre: .....

Time allowed: 2 hours 30 minutes

Instructions to candidates

1. Write your name, candidate number and centre number on the front of this examination paper.
2. You must not open this examination paper until instructed to do so.
3. This examination paper has **three** tasks. You must complete **all** tasks.
4. Use blue or black pen, not pencil.
5. Write your answers on the examination paper.
6. Do all rough work on the examination paper. Cross through any work you do not want marked.
7. You must not use a dictionary in this examination.
8. You must not use correction fluid on the examination paper.

Information for candidates

The tasks in this examination have equal weighting.
You are advised to spend about 70 minutes on Task 1, 40 minutes on Task 2 and about 40 minutes on Task 3.

Examiner's use only							
Task 1							
Task fulfilment	A	B	C	D	E	N	U
Accuracy and range	A	B	C	D	E	N	U
Task 2							
Task fulfilment	A	B	C	D	E	N	U
Accuracy and range	A	B	C	D	E	N	U
Task 3							
Task fulfilment	A	B	C	D	E	N	U
Accuracy and range	A	B	C	D	E	N	U

Integrated Skills in English III

Time allowed: 2 hours 30 minutes

This examination paper has three tasks. You must complete all tasks.

Task 1 — Reading into writing task

Read the information below. Then, **in your own words**, write an article (approximately 300 words) for a business magazine:

i) stating how employees can manage stress, outlining the benefits of stress management to companies **and**

ii) evaluating how effective you believe these stress management activities are.

Stress management

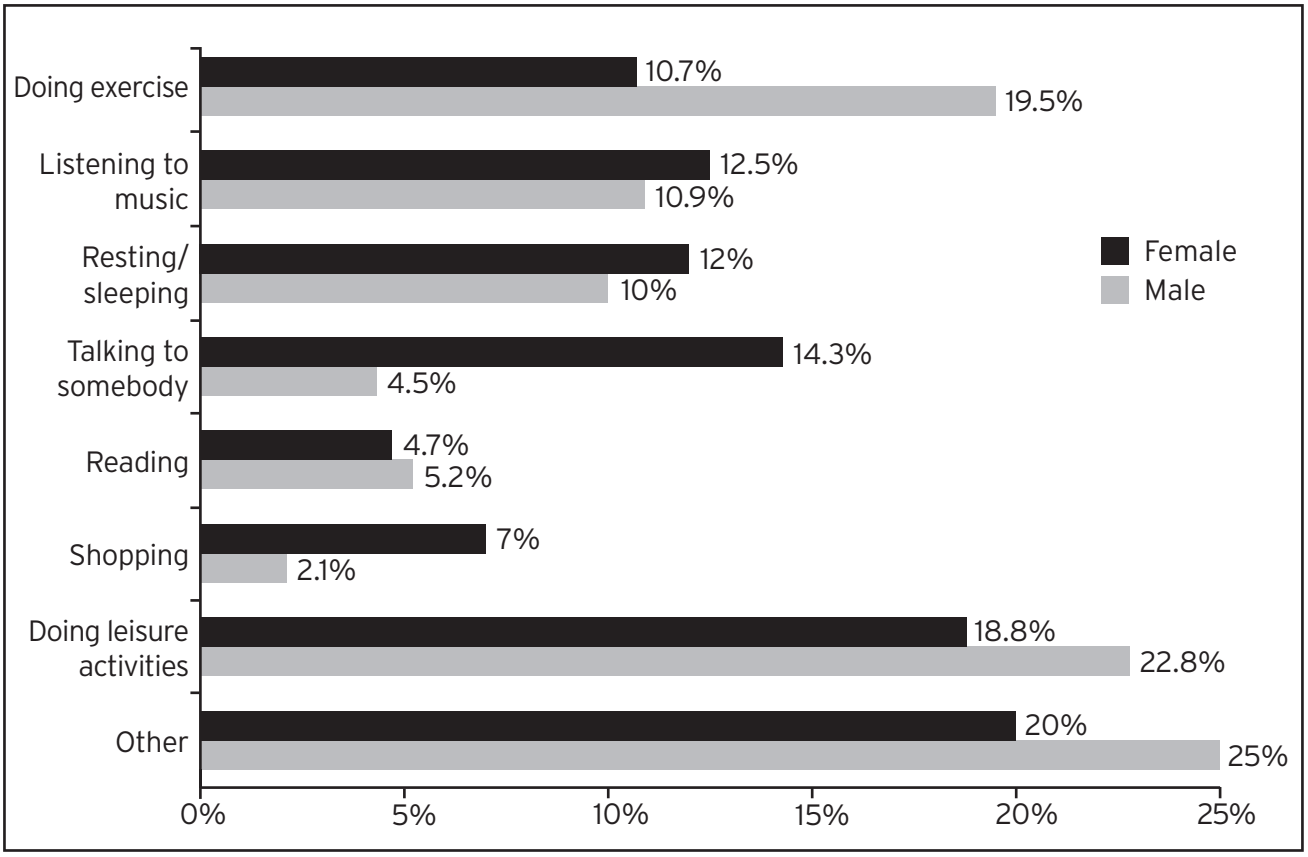
- Prioritise your day and do the important jobs first. The unimportant ones can wait. Don't put off unpleasant tasks — avoidance causes a great deal of stress. Give unpleasant tasks a high priority and do them first.
- If you eat a healthy diet, exercise regularly and ensure you get adequate sleep and rest, your body is better able to cope with stress.
- Learn to delegate effectively and be assertive so that you can say no without upsetting or offending.
- Don't be too argumentative. Look for a resolution to a dispute where both parties can achieve a positive outcome.
- Changing a difficult situation is not always possible. If this proves to be the case, recognise and accept things as they are and concentrate on everything that you do have control over.
- Take holidays and have breaks. You will perform more effectively during work after even a short 10–15 minute break, easily making up the time you spent relaxing.
- Friends can ease work troubles and help us see things in a different way. The activities we engage in with friends help us relax and laugh.
- If you do become stressed, engage in some form of physical activity, sport or exercise. Relaxation also helps. Good relaxation techniques include breathing exercises, massage and complementary therapies.
- If something is concerning you, talk over your problem with somebody before it gets out of proportion. Often, talking to a friend, colleague or family member will help you see things from a different and less stressful perspective.

Businesses lose billions each year in sickness absence and lost productivity. With greater awareness and health support businesses could save one third of these costs — several billion a year.
Mind Magazine — June

In 2010 — for every 80¢ spent on health promotion and stress management programmes, €4 was saved due to reduced staff absence and improved motivation.
The European Network for Workplace Health Promotion — 2011

Use your own words as far as possible. No marks for answers copied from the reading texts.
You must make reference to both the text and the graphic information in your answer.

Survey results on how people manage stress



(Source: Adapted from *www.hkmenshealth.com*)

Turn over page

This examination paper has **three** tasks. You must complete **all** tasks.

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Task 2 — Correspondence task

As a consequence of financial pressures your local sports centre has decided to increase its prices and reduce its opening hours. Write a formal letter (approximately 250 words) to the centre manager:

i) challenging these decisions

ii) highlighting possible consequences of such actions **and**

iii) evaluating alternative options.

Turn over page

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Turn over page

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Task 3 — Creative writing task

Write a description (approximately 250 words) for a writing competition of someone who you regard as a role model:

i) stating who the person is

ii) describing the qualities you respect in this person **and**

iii) explaining how they have influenced you personally.

Turn over page

This examination paper has **three** tasks. You must complete **all** tasks.

Turn over page

End of examination

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