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.
- ▶ This exam paper has **three** tasks. Complete **all** tasks.
- You may highlight parts of the exam paper with a highlighter pen.
- Write your answers on the exam paper.
- Use only blue or black pen for your answers.
- Do all rough work on the exam paper. Cross through any work you do not want marked.
- You must not use pencil, erasable pen or correction fluid.
- ▶ You must not use a dictionary in this exam.
- You must not take this exam paper out of the exam room.

For examiner use only

Examiner initials	Examiner number	

You recently started working at Bailmore College.

The college wants to reward good performance each month and needs your ideas.

Complete the Employee of the Month Suggestions Form.

You should use the box below to plan your response.

Write about 150 words.

Planning notes	

BAILMORE COLLEGE se of the Month Suggestion

Employee of the Month 30ggestions Form	
Nominate a colleague and describe your experience of working with him/her.	

Please provide suggestions of how we can reward good performance each month. Give reasons.
Many thanks for your feedback.

Task 2

You ordered some new furniture online and received confirmation that it would arrive within five working days.

Unfortunately, the furniture has not arrived, and you need it for a special occasion.

Write an email to the furniture company.

Write about:

- your disappointment with the service
- the inconvenience this has caused and
- ask for some compensation.

You should use the box below to plan your response.

Write about 150 words.

Planning notes		

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To:	furniture@company.com
	Delayed furniture

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Task 3

You work in a secondary school. Write a report about the use of social media explaining the advantages, outlining potential issues and making recommendations for students.

You should use the box below to plan your response.

Write about 250 words.

Planning notes	

Report on social media