# ESOL Skills for Life

## Level 1 – Writing



### Sample Paper 2

Your full name:	
(BLOCK CAPITALS)	
Candidate number:	
Centre number:	

### Time allowed: 110 minutes

Exam date:

- 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 **four** 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

#### **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.

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	

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.




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
	Temporary worker

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.

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lo:	friend@email.com
Subject:	This evening