

# 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 **must** plan for **at least one** task.
- ▶ 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

**Task 1**

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. You **must** plan for **at least one** task.

Write about 150 words.

**Planning notes**

**BAILMORE COLLEGE**  
Employee of the Month Suggestions Form

Nominate a colleague and describe your experience of working with him/her.

Lined writing area for nominating a colleague and describing the experience.

Turn over page

**Please provide suggestions of how we can reward good performance each month.  
Give reasons.**

A large rectangular area with a dotted horizontal line for writing.

**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. You **must** plan for **at least one** task.

Write about 150 words.

### Planning notes

Turn over page



A large rectangular writing area with a solid grey header bar at the top and horizontal dotted lines for writing. The writing area is empty and occupies most of the page.

**Turn over page**

A large rectangular writing area with a solid grey header bar at the top and a solid grey footer bar at the bottom. The central area is white and contains 25 horizontal dotted lines for writing. In the bottom-left corner of the footer bar, there are three small icons: a paper plane, a paperclip, and a smiley face.

**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. You **must** plan for **at least one** task.

Write about 250 words.

**Planning notes**

**Turn over page**



A large rectangular writing area with a solid top and bottom border and horizontal dotted lines for writing. The area is empty and occupies most of the page.

**Turn over page**

A large rectangular area with a solid black border and horizontal dotted lines, intended for writing. The area is empty and occupies most of the page.

**End of exam**