ESOL Skills for Life Level 2 - Writing



Sample paper 4

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.
- ▶ Please complete all four tasks.
- Write your answers in blue or black pen on the exam paper.
- ▶ You must not use pencil, erasable pen or correction fluid on the exam paper.
- You must not use a dictionary in this exam.

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.	

Task 1

You work for the Westford branch of a clothing store and you want to transfer to the Oxfield branch. Complete the transfer request form below in your own words using the notes provided.

Write about 200 words in total for the form.

	Westford	Oxfield
Journey time from home	1 hour	15 mins
Fares	£40/week	£2/day - or could walk!
Current vacancies	0	3
Other advantages: nearer to	children's school;	can work more hours
Disadvantages: need to mov	e lots of files and b	oxes

BRANCH TRANSFER REQUEST FORM			
Full name (block capitals)			
Job Title			
Please explain your reasons for	applying for a transfer		
NB The form continues overleaf			

Outline how this transfer will benefit the company.				
Describe what help you will need for the transfer.				

Write a review of shopping facilities in your area for a website. Write about 250 words.				

Task 3 You work in a new supermarket. There are no facilities for staff to use in coffee breaks or at lunchtime. Write about 200 words.						

Task 4

A friend is moving to your area and you want to welcome him/her. Write an email to your friend saying where you will meet and suggest what you could do on his/her first day.

Write about 100 words.

	friend@email.com
Subject:	Welcome!
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