

# ESOL Skills for Life

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## Level 2 – Writing

### Sample paper 4

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

Candidate number:.....

Centre number:.....

Exam date:.....

Time allowed: 110 minutes

- ▶ Please complete **all four** tasks.
- ▶ You may **not** use dictionaries.

*For examiner use only*

Examiner initials	Examiner number

L2W-S4

**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 move lots of files and boxes		

<b>BRANCH TRANSFER REQUEST FORM</b>	
Full name (block capitals)	
Job Title	
Please explain your reasons for applying for a transfer	

**Turn over page**

Outline how this transfer will benefit the company.

Describe what help you will need for the transfer.

**Task 2**

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

Write about 250 words.

**Turn over page**

**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.

**Turn over page**

**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.

To:	friend@email.com
Subject:	Welcome!

**End of exam**

