

# ESOL Skills for Life

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## Level 2 – Writing

### Sample paper 5

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-S5

**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 have been underpaid for this month. You need to send a form to the finance department. Complete the form below in your own words using the notes provided.

Write about 200 words in total for the form.

Week beginning	My record of hours worked	Hours paid for
7th	25	25 – These are my basic hours
14th	30	25 – I worked an extra shift at short notice
21st	36	25 – Extra hours agreed with my manager on 1st May
28th	34	30 – Doctor's visit one afternoon – manager agreed. Contract says we are paid for medical appointments

<b>Finance Department</b>	
<b>Working Hours Discrepancy Form</b>	
Full name	
Full time/part time (please circle)	
Contact email	
Please explain the problem briefly.	
<i>NB The form continues overleaf</i>	

**Turn over page**

Please provide details to support your claim:

What would you like the company to do?

Signature

Date of submitting

**Task 2**

Write an article for your local newspaper about a shopping centre that has recently opened in your area.

Write about 250 words.

**Turn over page**

**Task 3**

Your manager wants to arrange a social event for all your customers. Write a letter to your customers including an invitation, details about the event and asking if they can attend,

Write about 200 words.

**Turn over page**

**Task 4**

You had planned to visit a friend this weekend, but you have to change your plans at the last minute. Write an email to apologise, summarise the reason you have to change your arrangement, and suggest a new plan.

Write about 100 words.

To:	friend@email.com
Subject:	This weekend

**End of exam**