

ESOL Skills for Life

Level 1 – Writing



Past Paper B

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 attended an event at Whitfield Community Centre.

The centre manager wants to hear about your experience and ideas for improvement.

Complete the Visitor Feedback 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

Whitfield Community Centre

Visitor Feedback Form

Describe the event you attended at Whitfield Community Centre.

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Turn over page

Please provide suggestions of how we can improve our facilities. Give reasons.

Many thanks. Your opinion matters to us!

Task 2

You ordered some new computers for your office three weeks ago.

Unfortunately, nothing has arrived, and you haven't been able to work on an important project.

Write an email to the computer company.

Write about:

- ▶ your expectations of the service
- ▶ details of the issues with the order **and**
- ▶ tell the company to resolve the situation.

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

To: enquiries@computers.com

Subject: Missing order

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Turn over page

Task 3

You volunteer for a local environmental group. Write a report about recycling in your local area explaining how the current system works, outlining problems people might have and suggesting changes.

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

Report on recycling provision

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