ESOL Skills for Life (QCF)



Level 2 - Writing Past paper 7

Your full name: (BLOCK CAPITALS)		
Centre:	Date:	
Candidate registration number:		
Time allowed: 110 minutes		
Please complete all four tasks. Write your answers in pe You may not use dictionaries. You may not use correction	•	

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 want to be considered for a promotion at work. You must make a formal application by completing the form below. Use the notes below to write your answer.

Write about 250 words in total for the form.

- 6 years with the company
- · annual appraisals really good
- voted Employee of the Month 5 times
- excellent feedback from customers
- people already treat me like a manager
 always answering questions and sorting out problems
- need a new challenge have to find another job if not
- only missed promotion last time because I was on leave during the application period

Application for Promotion			
Name			
Department			
Job title			
Please outline what you have achieved in your current job.			
NB The form continues overleaf			

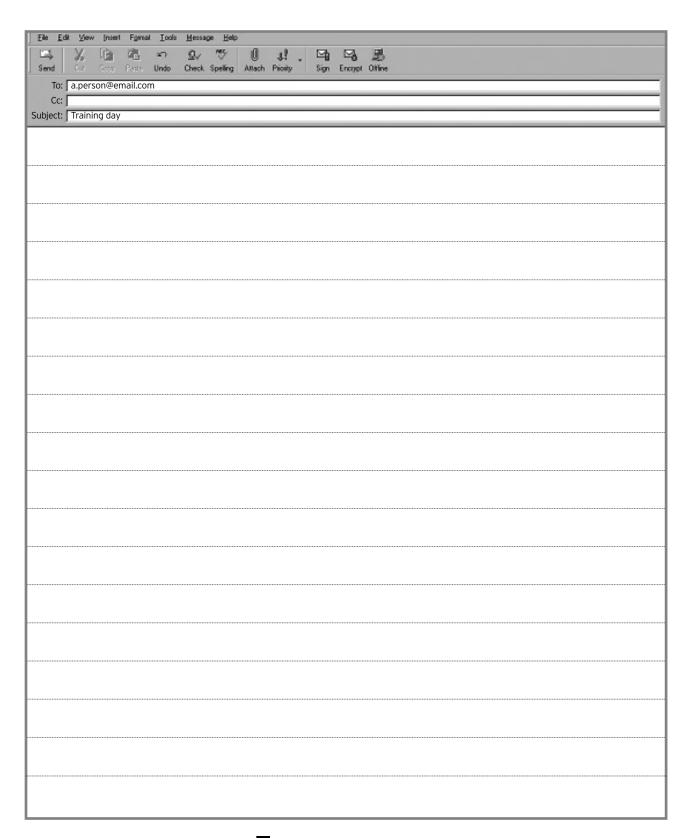
Please expla	lain why you want to be considered for promotic	n.
Signature		
Date		

Write an article for your college magazine about the lifestyle of young people in a country you know				
Write about 250 words.				

Task 3

You work for a large company. Your company is having a training day for all members of staff. You are arranging the day. Write an email to the staff inviting them to the training day, explaining the arrangements for the day and telling them what to bring.

Write about 200 words.



Task 4

Your friend wants to go on a short break and has asked you to recommend a place to go. Write an email to your friend persuading him/her to visit a place you have been to.

Write about 50 words.

