ESOL Skills for Life (QCF)



Level 1 - Writing Past paper 8

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

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.	

You do shift work and it can be difficult to communicate with staff who work different shifts. You want to suggest having a notice board to pass messages between staff on different shifts. Complete the form below.

Write about 200 words in total for the form.

Company Proposal Form
Name:
Department:
Job title:
Please explain the problem.
NB The form continues overleaf

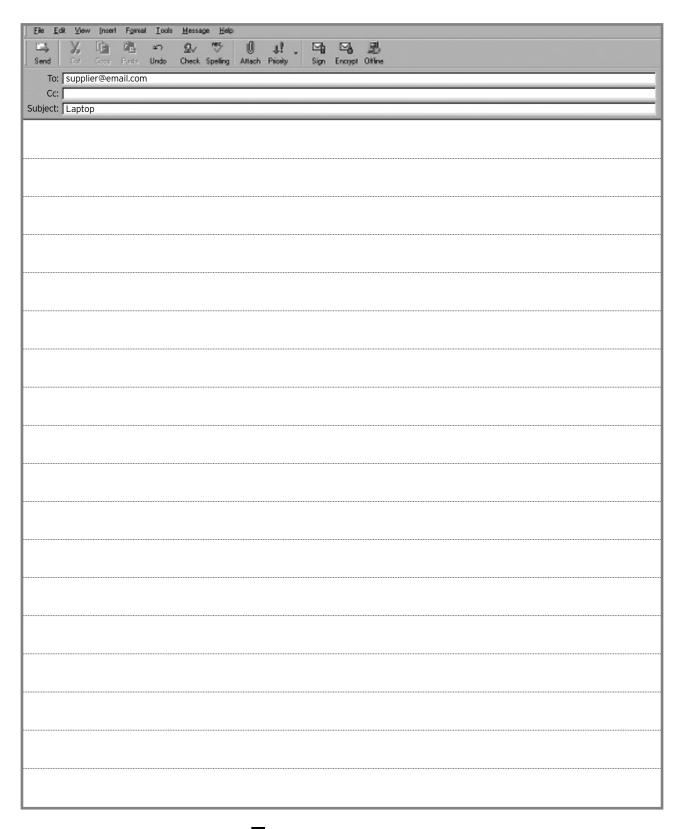
Please describe your idea.
Please explain how this will benefit the staff/company.

use other forms of transport.			
Write about 250 words.			

There have been some complaints about traffic in your area. Write a report for your teacher explaining how heavy traffic can be a problem and suggesting ways to encourage people to

You bought a laptop on the internet. The laptop has been delivered, but it is not working properly. Write an email to the supplier explaining the situation and requesting a fast solution to the problem.

Write about 150 words in your email.



You are going to be late to see your friend. Write a text message to your friend explaining what has happened and telling them when you hope to arrive.

Write about 30 words in your text message.

