

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.

Task 1

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.

[illegible]

Turn over page

Please describe your idea.

Please explain how this will benefit the staff/company.

Task 2

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 use other forms of transport.

Write about 250 words.

[illegible]

Turn over page

[illegible]

Task 3

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.



The image shows a screenshot of an email composition window. At the top is a menu bar with the following options: File, Edit, View, Insert, Format, Tools, Message, and Help. Below the menu bar is a toolbar with icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are as follows: To: supplier@email.com, Cc: (empty), and Subject: Laptop. The main body of the email is a large rectangular area with horizontal dotted lines for writing.

Turn over page

A large rectangular box with a solid black border, containing 25 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.

Task 4

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.

A large rectangular box with a grey border and a white interior, containing 15 horizontal dotted lines for writing a text message.

End of exam

