

ESOL Skills for Life (QCF)

Level 2 – 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.

Please describe the events leading up to the complaint.

Blank writing area with horizontal dotted lines for the first task.

Describe what action(s) you took as a result of the complaint.

Blank writing area with horizontal dotted lines for the second task.

Task 3

Your manager has asked you to organise a staff conference with a guest speaker. Write an email to attendees inviting them to the conference, giving information about it and asking them to send you any dietary requirements for the lunch which will be provided.

Write about 200 words.

The image shows a simulated email composition interface. At the top is a menu bar with the following items: File, Edit, View, Insert, Format, Tools, Message, and Help. Below the menu bar is a toolbar with icons and labels for: Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are as follows: To: Attendees, Cc: (empty), and Subject: Staff conference. The main body of the email is a large rectangular area filled with horizontal dotted lines, intended for the user to write the email content.

Turn over page

A large rectangular writing area with horizontal dotted lines for writing. The area is enclosed in a solid black border and contains 20 horizontal dotted lines spaced evenly down the page.

Task 4

Your friend is new in the UK and has asked you about where to go in his/her free time. Write him/her an email describing an enjoyable place you've been to and persuading him/her to go there.

Write about 50 words.

To: friend@email.com
Cc:
Subject: Free time

End of exam

