# ESOL Skills for Life Level 2 - Writing



# Sample Paper 2

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 **four** tasks. Complete **all** tasks.
- ▶ 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	

# 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

Every year, the company you work for organises a series of fundraising events for a charity chosen by the staff. Complete the suggestion form below. Use the notes to write your answer.

Write about 200 words in total for the form.

# Mayfield Seniors Lunch Club

- Provides free weekly meals for the elderly
- · Great for lonely people
- Lovely food they make the people feel really special
- Dedicated volunteers
- Oven is really old can't keep using it much longer

# Mayfield Youth Drop-in Centre

- Keeps young people off the streets
- · Not much else to do in our town
- Advice workers are brilliant help people improve skills for work
- They really need some new computers

	CHARITY SUGGESTION FORM		
Help us choose a charity to support next year! Complete this form and return it to your head of department.			
Name			
Job Title			
Department			
Name of your chosen charity			
1. Describe the charities you ha	ve considered:		
NB The form continues overleaf			

2.0 1:1 11:11	
2. Say which one you think the co	mpany snould support and wny:
Signature	
Signature	
Date	

Write an article for a magazine about a street market you visited recently.				
Write about 250 words.				


# Task 3

Your company is recruiting a new member of staff and you have a shortlist of applicants to interview. Write an email to the applicants inviting them for interview, telling them what they should bring with them, and explaining what will happen during the interview. For example, they may have to do something such as a presentation, take part in team building exercises, have lunch together or something else.

Write about 200 words.

To:	applicants
10.	присина
Subjects	Interview
Subject.	interview

# Task 4

Your friend is starting a new job next week and he/she is nervous. Write an email reassuring your friend and giving reasons why it will be fine.

Write about 100 words.

To:	friend@email.com
Subject:	New job
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