# ESOL Skills for Life Level 2 - Writing



# Sample Paper 4

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

You work for the Westford branch of a clothing store and you want to transfer to the Oxfield branch. Complete the transfer request form below in your own words using the notes provided.

Write about 200 words in total for the form.

	Westford	Oxfield	
Journey time from home	1 hour	15 mins	
Fares	£40/week	£2/day - or could walk	
Current vacancies	0	3	
Other advantages: nearer to	children's school; a	can work more hours	
Disadvantages: need to move lots of files and boxes			

BRANCH TRANSFER REQUEST FORM				
Full name (block capitals)				
Job Title				
Please explain your reasons for	applying for a transfer			
NB The form continues overleaf				

Outline how this transfer will benefit the company.
Describe what help you will need for the transfer.

Write a review of shopping facilities in your area for a website.  Write about 250 words.				


### Task 3

You recently went on a journey by public transport, but there was a long delay and the staff were unhelpful. Write an email to the company complaining about what happened and asking them to take some action.

Write about 200 words in your email.

To:	customerrelationsmanager@trainways.com
	Delayed transport
oubject.	

### Task 4

A friend is moving to your area and you want to welcome him/her. Write an email to your friend saying where you will meet and suggest what you could do on his/her first day.

Write about 100 words.

To:	friend@email.com
Subject:	Welcome!
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