QCF
ESOL Skills for Life
Entry 2 – Writing
Sample

TRINITY
COLLEGE LONDON

Your full name: _____
(BLOCK CAPITALS)

Centre: _____ **Date:** _____

Candidate registration number: _____

Time allowed: 50 minutes

Please answer **all** questions. Write your answers in pen, **not** pencil.
You may **not** use dictionaries. You may **not** use correction fluid.

Task 1

Complete the form below.

HR Employee Record
Section 1 − Personal details
Title: Mr   Mrs   Ms   Miss   (delete as applicable)
First name:
Surname:
Address:
Postcode:
Email address:
Telephone:
Section 2 − Emergency contact details
Full name:
Daytime telephone:
Relationship to you:
Section 3 − Signature
I confirm the information on this form is correct.   **Signature:**   **Date:**   D D − M M − Y Y Y Y

Complete all three tasks on this exam paper.

Task 2

Last month you visited an interesting place. Write an article for your teacher. Say what you did there.

Write about 80 words.

Please turn over

Task 3

You have a new colleague at work. Write an email to a friend describing your new colleague.

Write about 80 words.

File	Edit	View	Insert	Format	Tools	Message	Help

Send | Cut | Copy | Paste | Undo | Check Spelling | Attach Priority | Sign Encrypt Offline

To: a.person@email.com
Cc:
Subject: My new colleague