

QCF
ESOL Skills for Life

Level 1 – Writing
Sample



Your full name:
(BLOCK CAPITALS)

Centre: Date:

Candidate registration number:

Time allowed: 110 minutes

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

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.

Blank writing area with horizontal dotted lines.

Please explain why you feel that a job-share will benefit the company:

Blank writing area with horizontal dotted lines.

Task 3

You are going away for two weeks and you have arranged travel insurance on the internet, but the documents haven't arrived yet. Write an email to the insurer expressing your concern and asking them to resolve the problem quickly.

Write about 150 words in your email.



The image shows a screenshot of an email client window. The title bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Message', and 'Help'. The menu bar contains 'Send', 'Cut', 'Copy', 'Paste', 'Undo', 'Check Spelling', 'Attach', 'Priority', 'Sign', 'Encrypt', and 'Offline'. The 'To:' field contains 'a.person@email.com', the 'Cc:' field is empty, and the 'Subject:' field contains 'Re: Travel insurance'. Below the header is a rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert image. The main body of the email is a large, empty area with horizontal dotted lines for writing.

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

Your friend is coming to visit you next month but you have an important work event. Write him/her a text message to rearrange the date.

Write about 30 words in your text message.

A large rectangular box with a grey border and rounded corners, intended for writing a text message. The box contains 18 horizontal dotted lines for writing.