

# ESOL Skills for Life (QCF)

## Level 1 – Writing

### Past paper 2



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.*

**Task 1**

You want your company to pay for you to go on a course that will help you to do your job better. Complete the application form below.

Write about 200 words in total for the form.

REQUEST FOR TRAINING
Name:
Job title:
Type of course required:
Please give a brief description of your current qualifications and work experience.
<i>NB The form continues overleaf</i>

**Turn over page**

Please explain how this course will improve your performance at work.

A large rectangular box with a solid border, containing horizontal dotted lines for writing.

**Task 2**

Write a report for your teacher about the leisure facilities in your local area. Explain what leisure facilities there are and who uses them, and suggest ways they could be improved.

Write about 250 words.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Turn over page**

A series of horizontal dotted lines for writing, spanning the width of the page.

### Task 3

You booked some train tickets for travel through a travel agent. You have just received the tickets but you have not received the right ones. Write an email to the travel agent, explaining the mistake and asking them to take action on this quickly.

Write about 150 words in your email.

The image shows a screenshot of an email client interface. At the top, there is a menu bar with the following options: File, Edit, View, Insert, Format, Tools, Message, and Help. Below the menu bar is a toolbar with icons for Send, Cut, Copy, Paste, Undo, Check, Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are as follows: To: travelagent@mail.com, Cc: (empty), and Subject: Wrong tickets. The main body of the email is a large area with horizontal dotted lines for writing.

Turn over page

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**

You have missed the train and will be late for college. Write a text to your friend to let them know when you hope to arrive.

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.

**End of exam**

