

# ESOL Skills for Life (QCF)

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## Level 1 – Writing

### Past paper 7



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.*



How do you think staff could benefit from an outdoor area?

Explain why this would be good for the company overall.





### Task 3

Two weeks ago you told your company’s IT department about a problem with your computer. They have not fixed it yet. Write another email to the department explaining the problems you are having and asking them to take action.

Write about 150 words in your email.

The image shows a screenshot of an email client window. At the top, there is a menu bar with the following items: 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 main area of the window is divided into three sections: 'To:' with the address 'IT.help@company.com', 'Cc:', and 'Subject:' with the text 'Computer problem'. The bottom two-thirds of the window is a large text area with horizontal dotted lines for writing the email body.

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 want to look at a new flat with your friend. Write him/her a text message and suggest a time and place to meet.

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**

