

# QCF ESOL Skills for Life

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## Level 2 – 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.*

## Task 1

You wish to make a formal complaint at work. You must follow the grievance procedure by completing the form below. Use the notes below to write your answer.

Write about 250 words in total for the form.

<i>Hours worked:</i>				
	<i>Month 1</i>	<i>Month 2</i>	<i>Month 3</i>	
<i>Me</i>	198	189	204	}
<i>John</i>	99	102	85	
<i>Average</i>	154	161	161	

[illegible]

[illegible]

## Task 2

Write a review for a website of a place you have stayed on holiday.

Write about 250 words.



**Task 3**

Your manager is organising a work training event next month. Write an email to attendees including an invitation, information on the agenda and requesting confirmation of their attendance.

Write about 200 words.

The image shows a screenshot of an email composition window. At the top 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: a.person@email.com, Cc: (empty), and Subject: Training event. Below the header is a rich text editor toolbar with icons for text formatting (bold, italic, underline, strikethrough, text color, background color) and alignment (left, center, right, justified). The main body of the email is a large text area with horizontal lines for writing.

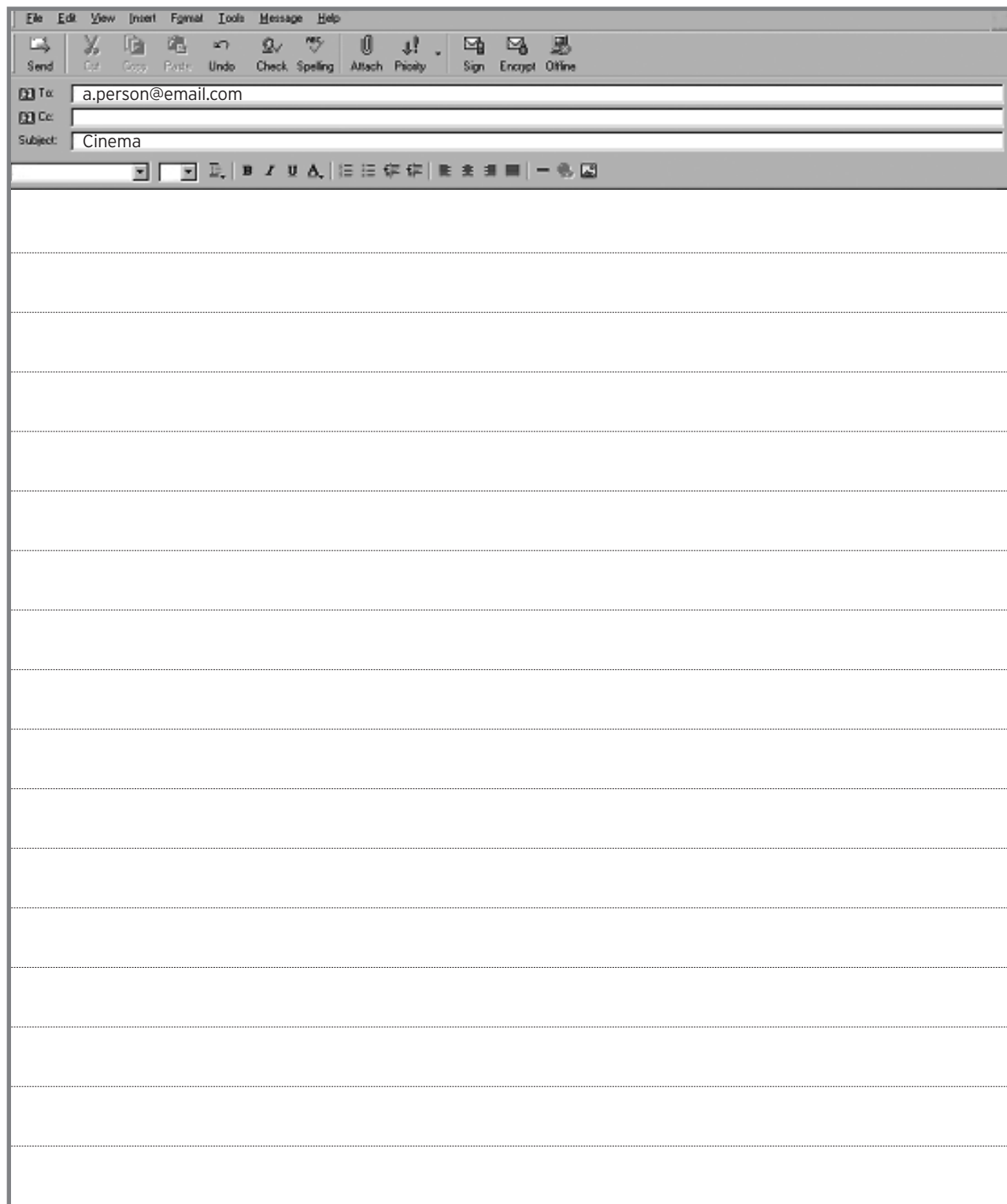
A large rectangular box with a solid black border, containing 25 horizontal dotted lines for writing. The lines are evenly spaced and extend across the width of the box.



**Task 4**

You want to see a new film at the cinema with your friend. Your friend is not sure whether to come. Write an email to your friend, persuading him or her to come with you.

Write about 50 words.



The image shows a screenshot of an email client window. The menu bar includes File, Edit, View, Insert, Format, Tools, Message, and Help. The toolbar contains icons for Send, Cut, Copy, Paste, Undo, Check Spelling, Attach, Priority, Sign, Encrypt, and Offline. The email header fields are: To: a.person@email.com, Cc: (empty), and Subject: Cinema. Below the header is a rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, strikethrough, text color, background color) and alignment (left, center, right, justified). The main body of the email is a large area with horizontal dotted lines for writing.