

ESOL Skills for Life (QCF)

Level 1 – Writing

Past paper 1



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.

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.

Blank writing area with horizontal lines.

Please explain why you think that working full-time will benefit the company:

Blank writing area with horizontal lines.

Task 3

You have received a box of damaged goods from one of your suppliers. Write an email to the supplier, explaining what the problem is and asking them to resolve the problem.

Write about 150 words in your email.

The image shows a simulated 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 containing 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 'supply@fastmail.com', 'Cc:' which is currently empty, and 'Subject:' with the text 'Re: Damaged goods'. The bottom two-thirds of the window is a large, empty text area with horizontal dotted lines, intended for the user to type the body of the email.

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

A friend has asked you to go to the cinema to see a film. You don't want to see the film your friend has suggested. Explain why and suggest another option.

Write about 30 words in your text message.

A large rectangular box with a grey border and rounded corners, containing 18 horizontal dotted lines for writing.

End of exam