# **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 <b>all four</b> tasks. Write your answers in pen, <b>not</b> pencil. You may <b>not</b> use dictionaries. You may <b>not</b> 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.

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.		
NB The form continues overleaf		

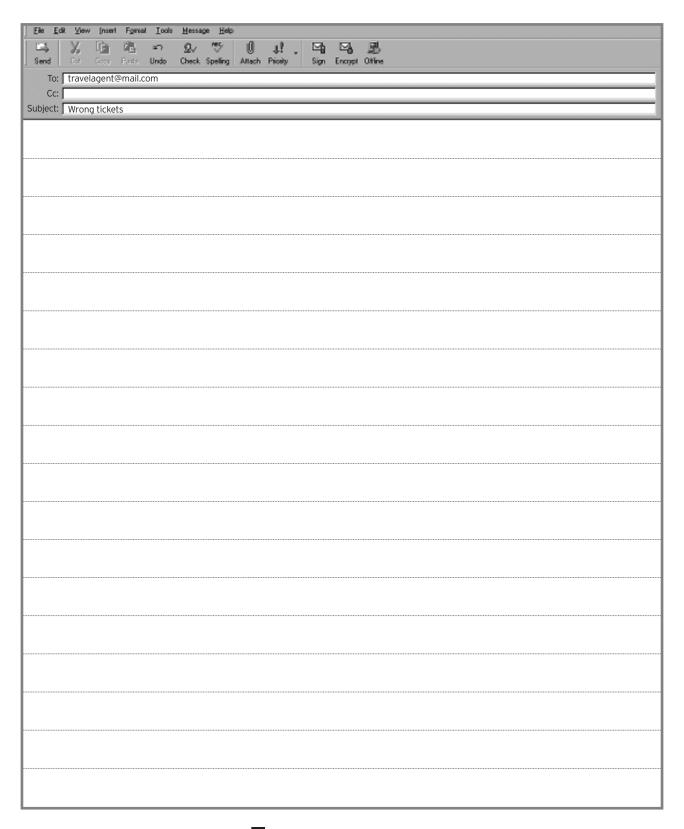
Please explain how this course will improve your performance at work.			

facilities there are and who uses them, and suggest ways they could be improved.		
Write about 250 words.		

Write a report for your teacher about the leisure facilities in your local area. Explain what leisure


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.



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.

