# **ESOL Skills for Life (QCF)**



# Level 1 - Writing Past paper 3

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.

Your office is in bad condition and you think it needs some repairs and re-painting. Complete the form below.

Write about 200 words in total for the form.

OFFICE MAINTENANCE FORM			
Name:			
Department:			
Position:			
Please give a brief description of the current state of the office.			
NB The form continues overleaf			

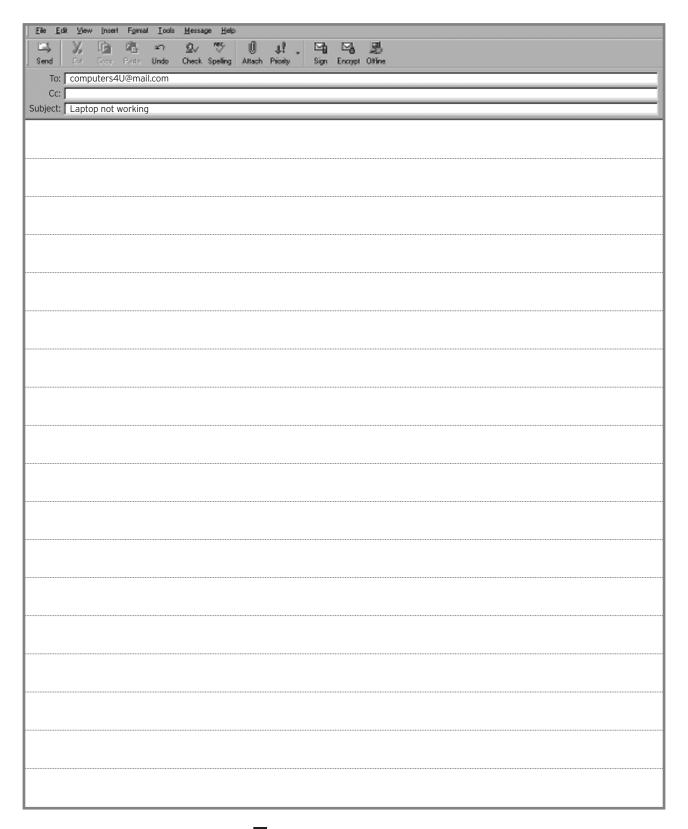
Please outline what action is needed.			
Please explain the benefits of taking the action described.			

could be improved.		
Write about 250 words.		

Write an article for your teacher on the subject of parks and green spaces in your area. Describe the most popular and explain why they are popular. Suggest ways the other parks and green spaces


Your new laptop stopped working so you have sent it away to be repaired. A month has passed and the manufacturer has still not been in touch. Write an email to the company expressing your concern and asking them to resolve the problem quickly.

Write about 150 words in your email.



You want to meet a friend for a coffee. Send him/her a text message suggesting a time and place. Explain why you can't meet at lunch time.

Write about 30 words in your text message.

