

# ESOL Skills for Life (QCF)

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## Level 1 – Writing

### Past paper 4



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.*

## Task 1

You have a job and you want to apply for a first aid course. Complete the application form below.

Write about 200 words in total for the form.

[illegible]

Turn over page

Why are you the best candidate for this course?

How will attending this course help your department?

## Task 2

Write a report for your teacher on how to improve your college. Explain what current problems students are facing, the changes you would like to see and the benefits the changes will bring.

Write about 250 words.

[illegible]

Turn over page

Handwriting practice area with 20 horizontal dotted lines.

### Task 3

You have received your new business cards from a printing company but there is a spelling mistake in your contact details. Write a letter to the company informing them of the mistake and asking them to solve the problem as soon as possible.

Write about 150 words in your letter.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

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 are due to meet your friend at the cinema but you are going to be late. Write a text message to your friend, explaining what is happening and suggesting a new plan.

Write about 30 words in your text message.

A large rectangular box with a grey border and rounded corners. Inside the box is a white area with horizontal dotted lines for writing a text message. The box is designed to look like a text message input field.

**End of exam**

