

ESOL Skills for Life (QCF)

Level 2 – 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.

Task 1

You wish to make a formal request to your company to hire another member of staff. You must complete the request form below. Use the notes below to write your answer.

Write about 250 words in total for the form.

ACTIVITY LOG			
Number of staff	Quarter	Customer orders	Notes
30	1	2,100	Special offers
20	2	2,000	Company cutbacks → reduced staff
20	3	7,500	Successful advertising → business up
17 (2 resigned, 1 on sick leave)	4	At the moment: 6,000 (5 more weeks in quarter)	Staff haven't taken holidays, morale low, profits high!

[illegible]

Turn over page

What qualifications, experience and personal skills does this post require?

Signature:

Date:

Task 2

Write a review for your college magazine of a film you have seen recently.

Write about 250 words.

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 are no margins, text, or other markings on the paper.

Turn over page

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 are no margins, text, or other markings on the paper.

Task 3

Your company is organising a special meal for staff to celebrate the company's good performance. Write an email to the staff including an invitation, information about the meal and requesting details about dietary needs.

Write about 200 words.

File	Edit	View	Insert	Format	Tools	Message	Help				
 Send	 Cut	 Copy	 Paste	 Undo	 Check	 Spelling	 Attach	 Priority	 Sign	 Encrypt	 Offline
To: All staff											
Cc:											
Subject: Staff meal											
<div></div>											

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

Your friend is having a difficult time at work and wants to resign. Write an email to your friend saying what you think he/she should do, and give reasons for your opinion.

Write about 50 words.

File	Edit	View	Insert	Format	Tools	Message	Help
Send	Cut	Copy	Paste	Undo	Check Spelling	Attach	Priority
						Sign	Encrypt
To: <input type="text" value="aperson@email.com"/>							
Cc: <input type="text"/>							
Subject: <input type="text" value="Difficult time"/>							

End of exam