

# ESOL Skills for Life (QCF)

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## Level 2 – Writing

### Past paper 3



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.*



Outline how this transfer will benefit the company.

Describe what help you will need for the transfer.

## Task 2

Write a review of shopping facilities in your area for a website.

Write about 250 words.

Turn over page



**Task 3**

You work in a new supermarket. There are no facilities for staff to use in coffee breaks or at lunchtime. Write a letter to the manager informing him/her of the problem, suggesting a solution and requesting a meeting to discuss this.

Write about 200 words.

A large rectangular box with horizontal dotted lines for writing. The box is empty and occupies most of the page below the task instructions.

**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 is moving to your area and you want to welcome him/her. Write an email to your friend, saying where you will meet, and suggest what you could do on his/her first day.

Write about 50 words.



The image shows a screenshot of an email composition window. At the top is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Message', and 'Help'. Below the menu bar is a toolbar with icons for 'Send', 'Cut', 'Copy', 'Paste', 'Undo', 'Check Spelling', 'Attach', 'Priority', 'Sign', 'Encrypt', and 'Offline'. The email header fields are as follows: 'To:' is filled with 'a.person@email.com'; 'Cc:' is empty; 'Subject:' is filled with 'Welcome!'. The main body of the email is a large rectangular area with horizontal dotted lines for writing.

**End of exam**

