

ESOL Skills for Life (QCF)

Level 2 – 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.

Please provide details to support your claim:

What would you like the company to do?

Signature

Date of submitting

Task 2

Write an article for your local newspaper about a shopping centre that has recently opened in your area.

Write about 250 words.

Turn over page

Task 3

Your manager wants to arrange a social event for all your customers. Write a letter to your customers including an invitation, details about the event and asking if they can attend.

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 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

You had planned to visit a friend this weekend, but you have to change your plans at the last minute. Write an email to apologise, summarise the reason you have to change your arrangement, and suggest a new plan.

Write about 50 words.

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

End of exam

