

ESOL Skills for Life (QCF)

Level 1 – Writing

Past paper 6



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.

Why is this change important?

How will this benefit the company?

Task 3

You recently bought a sofa and arranged a delivery date but it did not arrive. You have emailed the shop manager several times but he has not replied. Write an email to the company's head office explaining what has happened and asking them to resolve the problem.

Write about 150 words in your email.

The image shows a simulated email composition window. At the top is a menu bar with the following items: 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: onlineorders@company.com; Cc: (empty); Subject: Sofa delivery. The main body of the email is a large rectangular area filled with horizontal dotted lines, intended for writing the email content.

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 planned to visit your friend who lives in another town, but now you can't go. Write him/her a text message explaining why you can't meet and suggesting another day.

Write about 30 words in your text message.

A large rectangular box with a grey border and rounded corners, containing 18 horizontal dotted lines for writing a text message.

End of exam

