

Certificate in ESOL Skills for Life



Entry 3—Writing

January 2005

YOUR FULL NAME:
(BLOCK CAPITALS)

CENTRE: DATE:

CANDIDATE REGISTRATION NUMBER:

TIME ALLOWED: 60 MINUTES

PLEASE ANSWER **BOTH** QUESTIONS

ALL NOTES AND PLANS WHICH ARE **NOT** FOR ASSESSMENT MUST BE CROSSED THROUGH

EXAMINER'S USE ONLY

Task one			
Writing composition	6	5 4	3 2 1 0
Grammar and punctuation	6	5 4	3 2 1 0
Spelling and handwriting	3	2	1 0
Task two			
Writing composition	6	5 4	3 2 1 0
Grammar and punctuation	6	5 4	3 2 1 0
Spelling and handwriting	3	2	1 0

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Time allowed: 60 minutes.

This examination paper contains two questions. Answer both questions.

Task one

Before you go for a job interview, the company asks you to write an account of a typical day in your last job OR a typical day in your life in the past. (About 200 words)

*Plan your account by making notes of the most important points and then write a draft.
Then write the final account for the company and check it carefully for mistakes.*

Plan/draft below

Plan/draft below

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Task two

Write a letter to a friend about a social occasion you want to organise for people in your country. Say when and where you are planning to meet and what you would like to do. Ask him or her to help you with the arrangements and on the day of the meeting.
(About 120 words)

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