

The Examination

There are **two** tasks. Each task will assess your writing skills. Marks are awarded for:

- spelling, punctuation and grammar
- communication of information, ideas and opinions
- level of detail and appropriateness of length
- format, structure and language
- sentence and paragraph structure
- meeting the needs of its purpose and the audience

Task 1

You see this advert in Highfield Travel Magazine:



**Highfield Travel Magazine
needs your help!**

What is the best place you have ever visited?

Was it a city, in the countryside, on the coast, a theme park or a museum?

Write a letter to tell us all about it. The best letters will feature in next month's magazine!

SEND TO:
Mr Ted Logan, Highfield Travel Magazine,
101 Turner Street, Highfield, HA14 7AA

You decide to write a letter about the best place that you have visited.

Write a **letter** to Ted Logan that:

- describes where the place is
- informs the reader what there is to do there
- suggests why other people might want to go there

You should take approximately **30 minutes** to complete this task.

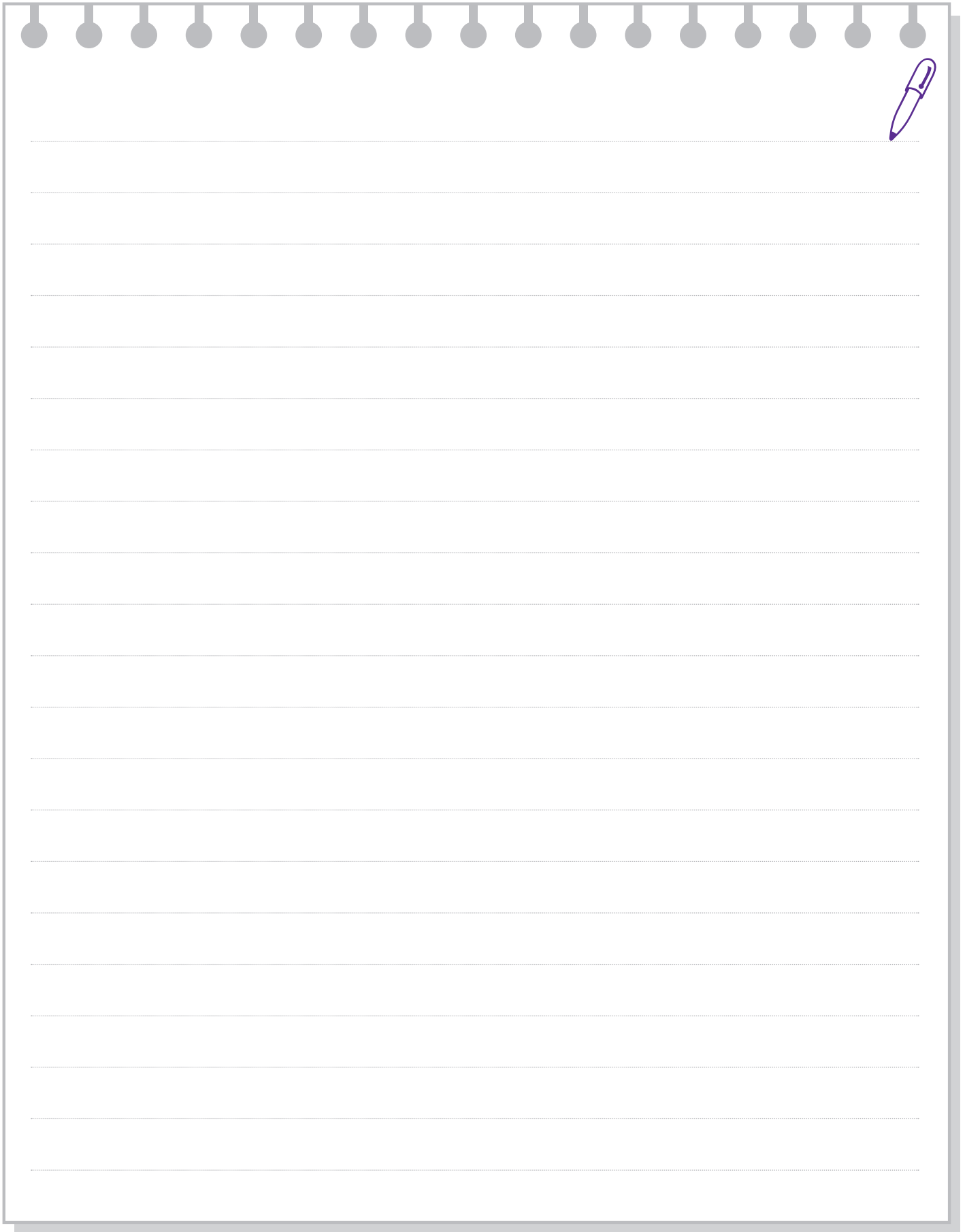
Suggested word count 150-200 words.

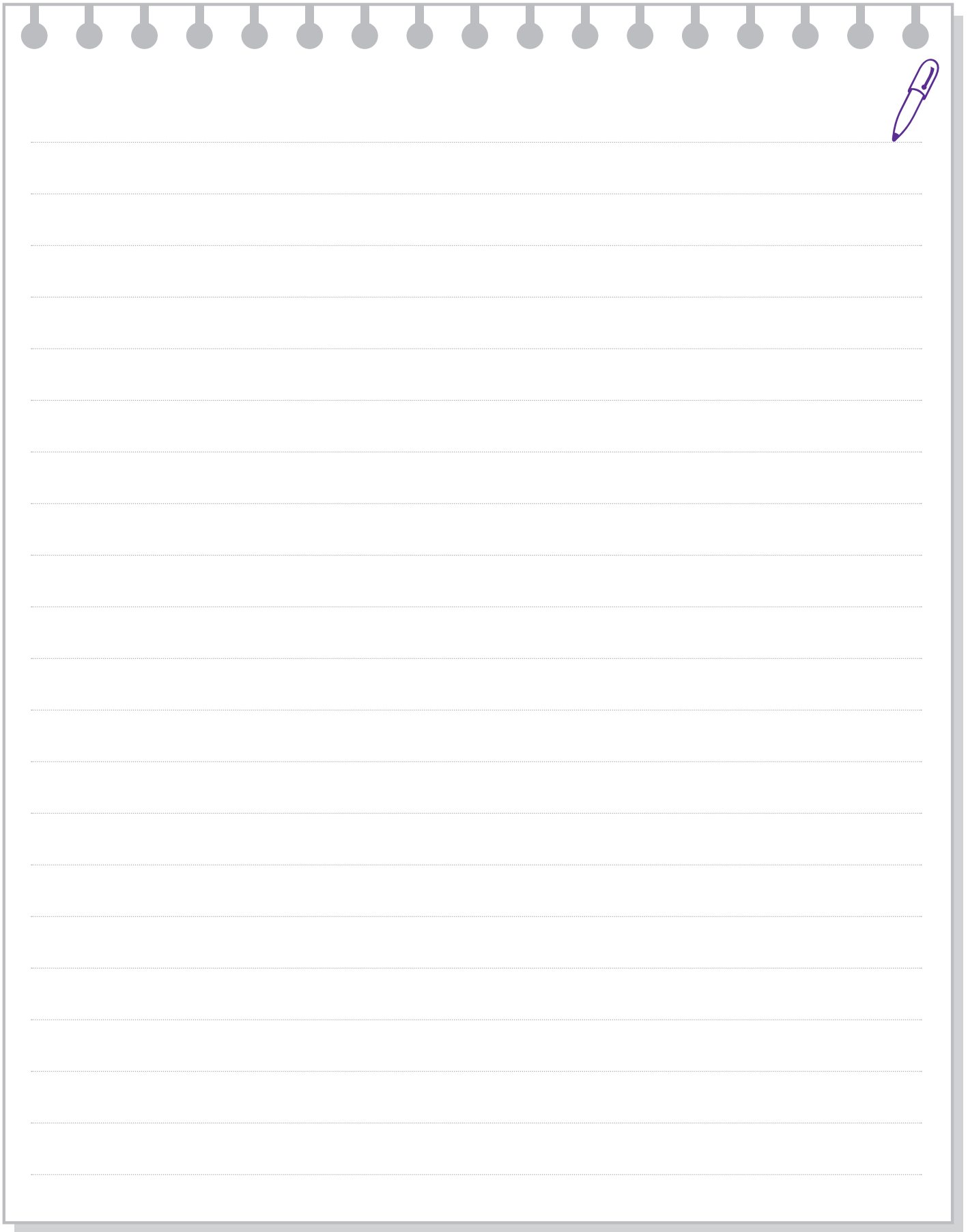
(24 marks)

You may use this box to write notes or plan your answer. **Important: notes/plans will NOT be marked.**



Write your answer here:



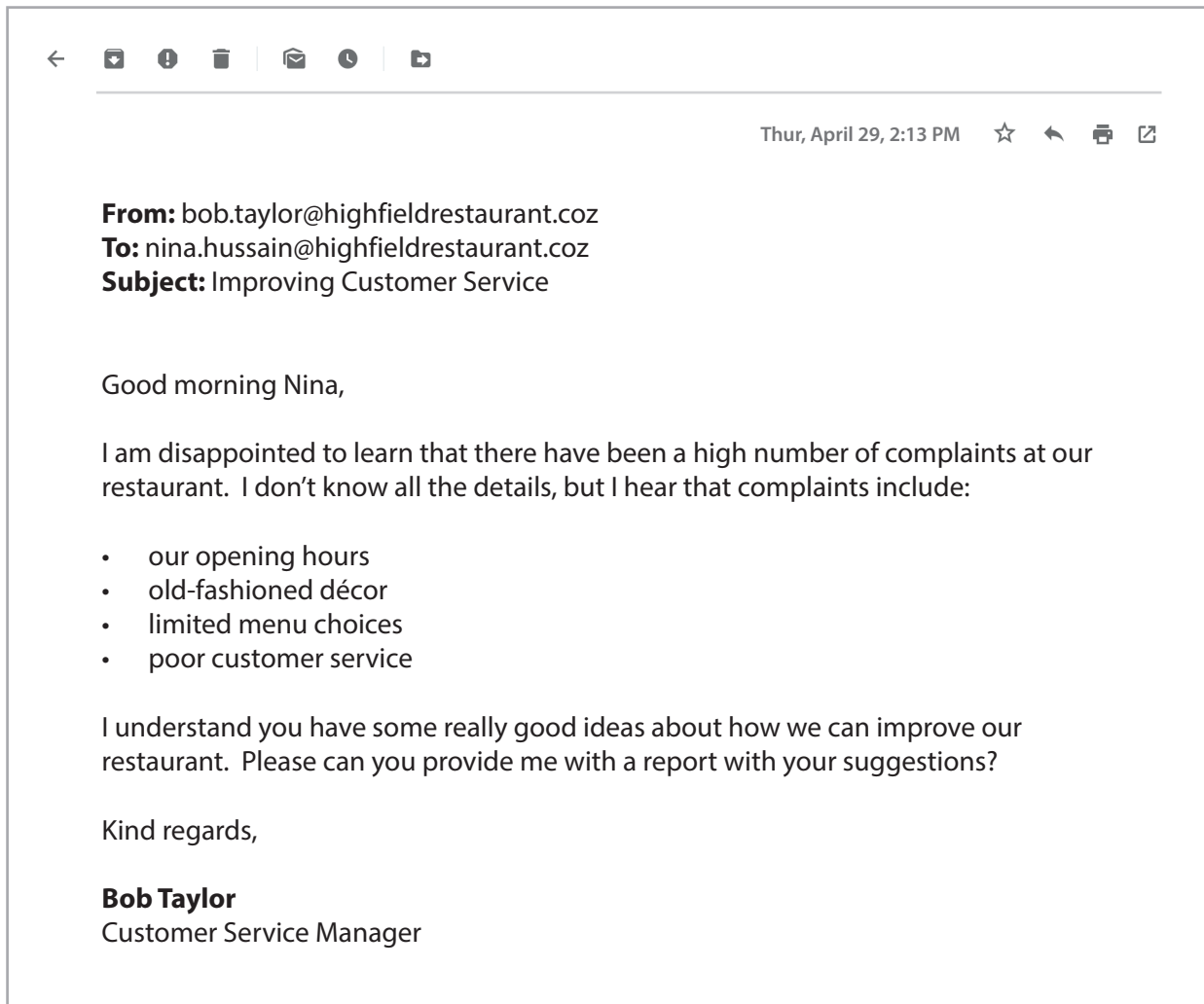


A large rectangular area with a spiral binding at the top and horizontal lines for writing. A pen icon is located in the top right corner of this area.

Total marks

Task 2

You are a manager at Highfield Restaurant and have received this email from the Customer Service Manager:



Write a **report** for Bob that includes:

- details of the complaints made by customers
- recommendations for improving the restaurant
- how the improvements could help the business grow

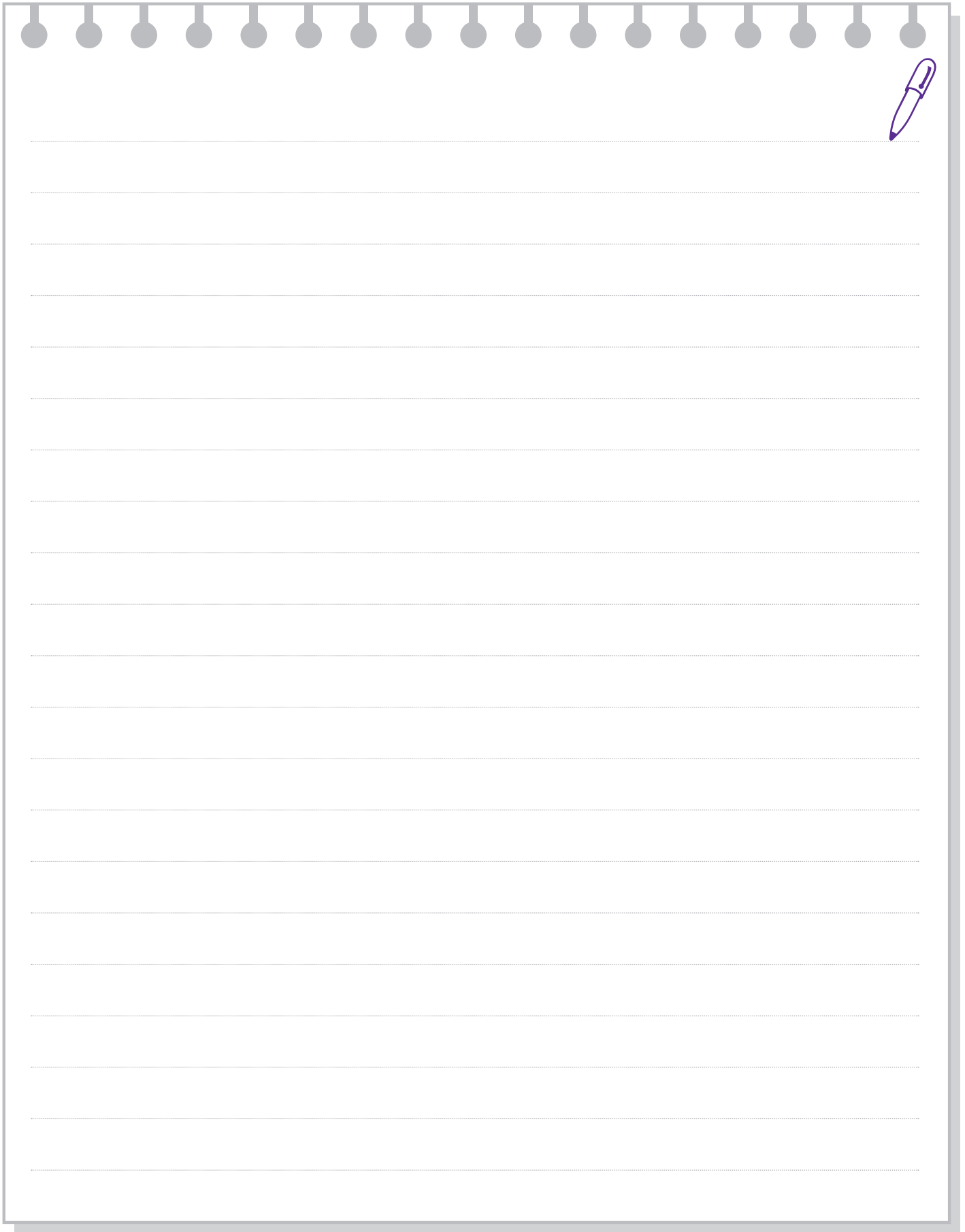
You should take approximately **30 minutes** to complete this task.

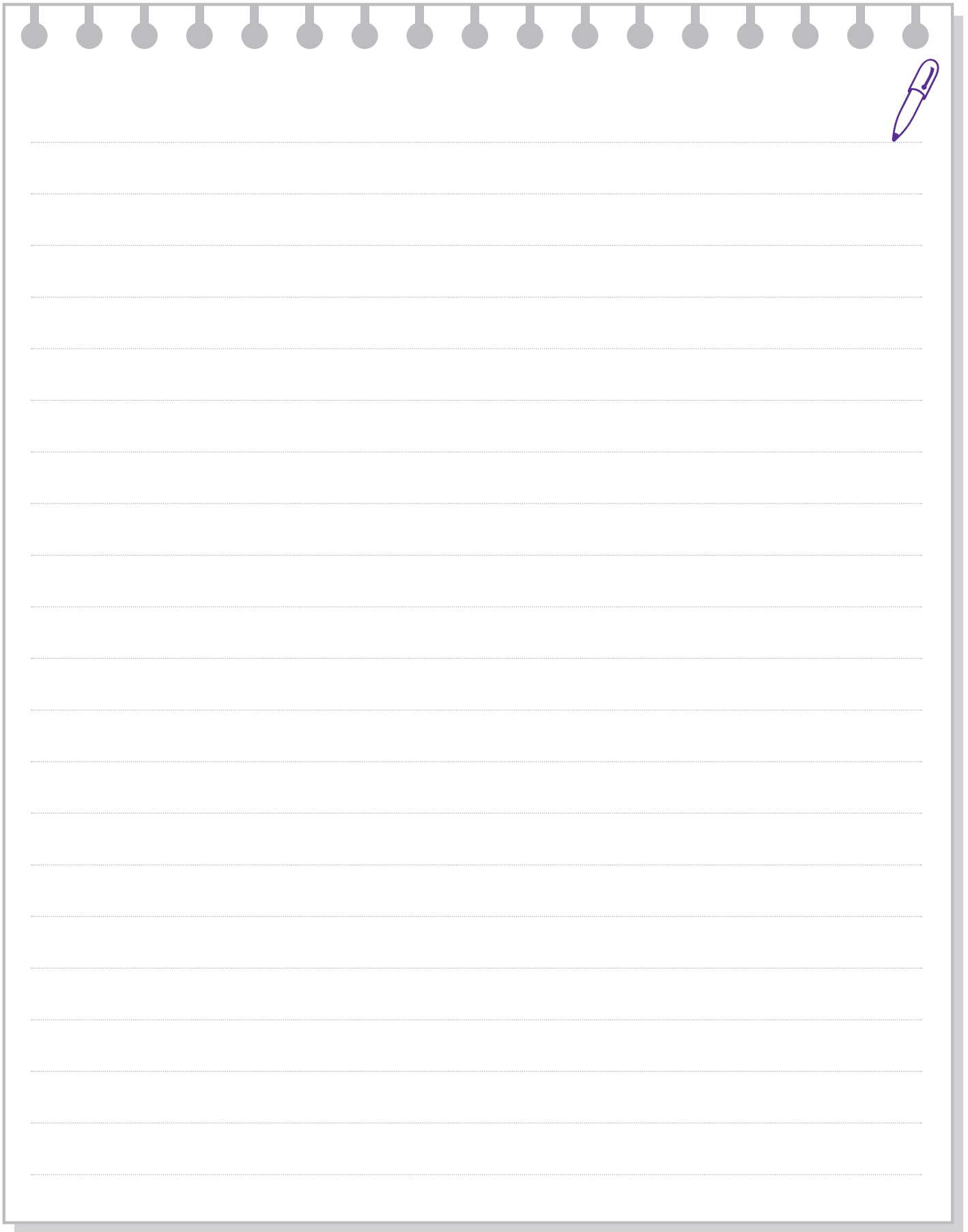
(24 marks)

You may use this box to write notes or plan your answer. **Important: notes/plans will NOT be marked.**



Write your answer here:





END OF ASSESSMENT

Total marks

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For official use only:

	Task 1	Task 2	TOTAL
Marks available	24	24	48
Mark(s) awarded			

Marker:	
Date:	

Moderator:	
Date:	



Level 1

Writing

Highfield Qualifications

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