

Writing

Question Paper & Answer Sheet

Time: 60 minutes

- *Write your answer to Task 1 on the Answer Sheet - Task 1.*
- *Write your answer to Task 2 on the Answer Sheet - Task 2.*
- *You must not speak to the other candidates*

Task One: Transactional Writing (30 minutes)

You see the following job advertisement in a newspaper. Below is an extract from your CV.

- Write a **letter of application** to the Recruitment Administrator.
- Write 100 – 120 words.
- Write your answer to this question on the Answer Sheet – Task One.

**Office Manager**

Could you run a modern and dynamic office working at the 'cutting-edge' of management consultancy?

Key skills

- 5 years working in management or related field
- People skills – staff of 35
- Fluency in English, French and German
- Accountancy qualifications

Salary EUR 4000-6000

Write to the Recruitment Administrator, B&J Management, PO. Box 345, 6721 Grenberg.

Some extras from my CV

- » 2001-10: manager of Computer Firm. Five staff
- » 2002: University course in human resources
- » Advanced language exam in English and intermediate in German
- » Accounts: worked with accounting in Computer Firm

Task Two: Discursive Writing (30 minutes)

- Choose only **ONE** of the following questions – 1, 2 OR 3.
- Write ca. 150 words.
- DO NOT answer more than one question.
- Write your answer to this question on the Answer Sheet - Task Two.

1.

Analyse a business which you feel to be a very successful model. Write an article for a business magazine.

Write **an article** for a business magazine. *Present your point clearly. Remember you are writing for an audience.*

**2.**

Your company has received an unsatisfactory level of service.

Write **a letter** to the customer service. *Remember a letter of complaint is designed to achieve an outcome; be clear about both the problem and what you want.*

**3.**

'A strong corporate culture helps a firm to succeed.' - To what extent do you agree with this statement?

Write **an essay**. *Explain your points for and against and provide a conclusion at the end. Make sure you state your arguments in a logical way.*

