

# ESOL Skills for Life

## Writing L2 (Practice Paper 1)

THE TIME ALLOWED FOR THIS TEST IS 1 HOUR  
PLUS 10 MINUTES READING TIME

advancing learning, changing lives

PRACTICE

Practice Paper 1

**Writing (L2)**

Candidate's Name:							
Registration Number:							

THE FOLLOWING SECTIONS TO BE COMPLETED BY THE ASSESSOR

Centre Name:	Assessor's Name:
Centre Number:	Signature:
	Date test taken:

THE FOLLOWING DETAILS CONFIRM THAT THE ASSESSOR HAS IN NO WAY INFLUENCED THE OUTCOME OF THE ASSESSMENT.

IF THIS CANDIDATE HAS HAD ANY ASSISTANCE DURING THIS TEST PLEASE STATE THE NATURE OF THE ASSISTANCE AND WHO PROVIDED IT:

IF THERE ARE ANY SPECIAL CIRCUMSTANCES THAT MAY HAVE HAD A NEGATIVE AFFECT ON THE CANDIDATE'S PERFORMANCE IN THIS TEST PLEASE GIVE DETAILS.

Internal Verifier's Name:
Signature:
Date verified:

PART NO	MARKS AVAILABLE	MARKS GIVEN	EXTERNAL VERIFIER USE ONLY
1	6		
2a	3		
2b	9		
2c	9		
3	3		
<b>TOTAL</b>	<b>30</b>		
%	100%		
Delete pass or fail as appropriate		PASS - FAIL	PASS - FAIL

**Specific requirements for this paper:**  
 There are no specific requirements for this paper, but an English only dictionary may be used.

Note to candidate: the paper is in three parts. Part 2 has three sections. You have 10 minutes to read the questions before you begin. Please read all of the paper, before you start to write.

You work as an Estate Agent. A new client, Mr Alan Curtis, comes to your office. He is looking for a house to rent for himself and his family. He has written down his personal details and requirements:

- Alan and Brenda Curtis
- Two children - a girl aged 10 and a boy aged 5
- Current address - 34 The Close, Bainbridge, CL3 6TG, tel No. 01564 378323, mobile 07768 1234567
- Monthly budget - £650
- Require three bedrooms, a dining room, a garden and a garage
- Mr Curtis needs to be able to get the train to work
- The children will need to get to local schools

From the information you have about your client, complete the Client Profile Form. Include details about their names, address and how to contact them.

Details:			
<b>Title:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>
		<b>Family Name:</b>	<input type="text"/>
<b>Address:</b>	<input style="width: 100%;" type="text"/>		
		<b>Postcode:</b>	<input style="width: 150px;" type="text"/>
<b>Home Tel:</b>	<input style="width: 150px;" type="text"/>	<b>Mobile</b>	<input style="width: 150px;" type="text"/>
		<b>Email</b>	<input style="width: 150px;" type="text"/>
<hr/>			
<b>Property Requirements</b> <i>(Tick all that are required by your clients).</i>			
Kitchen <input type="checkbox"/> Dining Room <input type="checkbox"/> Gardens <input type="checkbox"/> Lounge <input type="checkbox"/> Security <input type="checkbox"/> Heating <input type="checkbox"/>			
1 Bedroom <input type="checkbox"/> 2 Bedrooms <input type="checkbox"/> 3 Bedrooms <input type="checkbox"/> 4 Bedrooms <input type="checkbox"/> Garage <input type="checkbox"/>			
Flat <input type="checkbox"/> House <input type="checkbox"/> Detached <input type="checkbox"/> Car park spaces <input type="checkbox"/>			
<b>Include any further information which will help you meet the needs of the client.</b>			
<b>Write four sentences.</b>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			

Note to candidate: this question has three parts; a plan, a draft and a final piece of writing.

You have a property which you think would suit Mr Curtis. A summary of the property is below.



- **Detached house**
- **Three bedrooms**
- **Bathroom**
- **Kitchen**
- **A dining room**
- **Two reception rooms**
- **Garden**
- **Single garage**
- **£625 per month**
- **Five minutes from station and schools**

**2 Woodside Road, Uptown**

**NEWHOME**

Write a detailed description of the house to send to Mr Curtis. Your letter should be approximately 150 words.

Make a plan for your description on the paper below. You can use a diagram or rough notes. Your plan should show ideas for the content of your letter and how you will link your ideas.

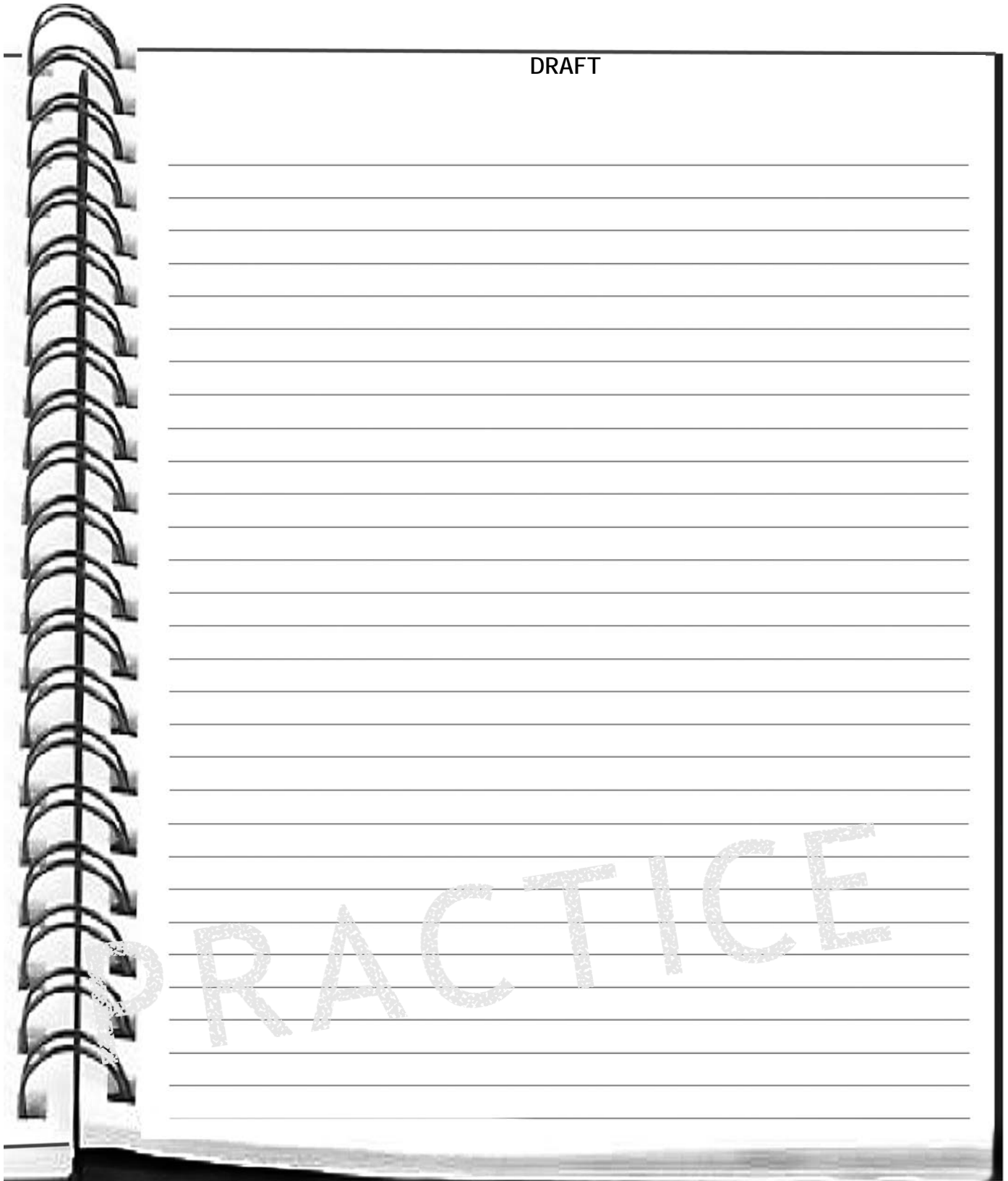
PLAN

PRACTICE

Using your plan, draft your letter on the paper below.

Your draft should:

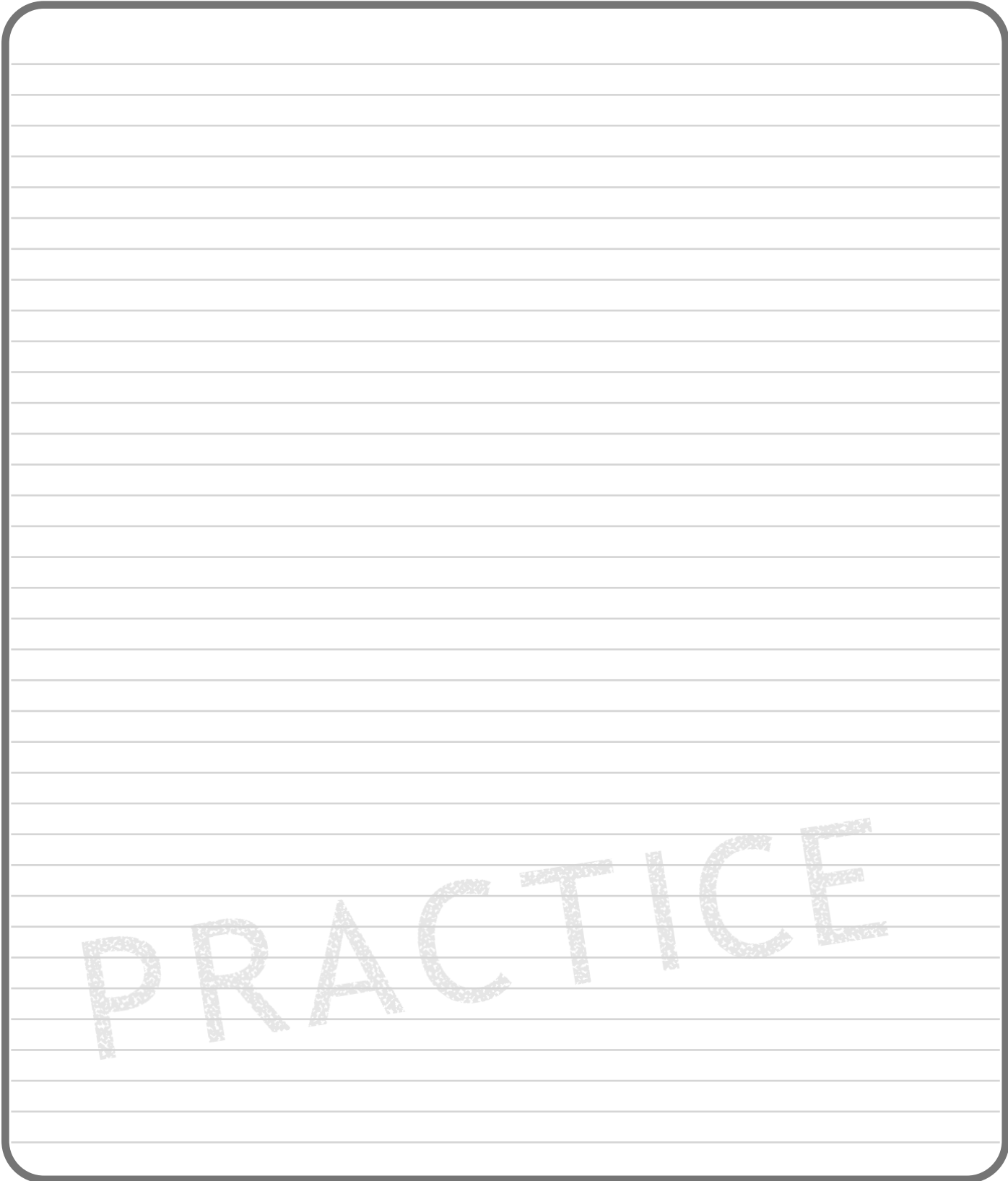
- be written clearly
- show evidence of revisions of spelling, grammar and punctuation
- include paragraph planning



A spiral-bound notebook is shown from a top-down perspective. The notebook is open to a page with horizontal lines. The word "DRAFT" is printed at the top center of the page. A large, faint watermark reading "PRACTICE" is oriented diagonally across the lower half of the page. The spiral binding is on the left side.

Write your final, corrected letter on the paper below.

- Write clearly.
- Use complex sentences.
- Check your grammar and punctuation.
- Ensure appropriate use of pronouns.



PRACTICE

Continuation sheet

PRACTICE

Mr Curtis replies to your letter. Unfortunately all of the prefixes and suffixes are missing (prefixes and suffixes are added at the beginning or end of words to change their meaning, e.g. happy-unhappy; worth-worthless).

Choose the correct prefix or suffix from the list below and complete the words by filling in the gaps. You may find that you need to use the prefixes and suffixes more than once.

un, in, dis, less, ed, ful

Dear Sir,

Thank you for your letter describing the property available for rent. I don't want to appear \_\_\_\_grateful, or accuse you of being \_\_\_\_honest, but I really think the property is \_\_\_\_suitable for my family. I have already visited the property and found it to be in a \_\_\_\_graceful condition. The kitchen is dark and window\_\_\_\_. The bathroom is \_\_\_\_hygenic and the tiles crack\_\_\_\_. The garden is \_\_\_\_cared for and dangerous.

I hope my comments are help\_\_\_\_, as I think you should be made aware of any \_\_\_\_correct details you have.

Yours faithfully,



Alan Curtis

THIS IS THE END OF THE TEST