

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 recently used Fab Airport Taxis to take you to the airport but you were not happy with the service.

FAB AIRPORT TAXIS



- **1st class service**
- **Competitive prices**
- **Modern, stylish cars**
- **Guaranteed to get you there on time**

Let your holiday start from your front door!

Tel: 01999 666111 Email: fab@airporttaxi.net

Write an **email** to Fab Airport Taxis that includes:

- **information about your journey to the airport**
- **your feelings about the service you received**
- **what you think the company should do for you**

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.





Total marks

Task 2

You work at Highfield Bank.

A survey was carried out to decide if staff should wear a uniform.

Here are the results:

Highfield Bank



Survey Results

Each member of staff was asked four questions.

	Question	Result (most popular response)
1	Would you prefer to wear a uniform at work?	Yes
2	Would you feel more professional wearing a uniform?	Yes
3	Would you pay for a work uniform?	Yes (only a 4% difference between yes and no)
4	Do you think that wearing a uniform presents a better image of the company?	Yes

Staff comments:

- A uniform makes me look smarter.
- I feel safer in uniform.
- It is cheaper for staff to wear a uniform rather than our own clothes.
- I think wearing a uniform is too formal and might put people off.

Write a **report** for your manager that includes:

- the results of the survey
- the opinions of staff
- ideas for the new uniform

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

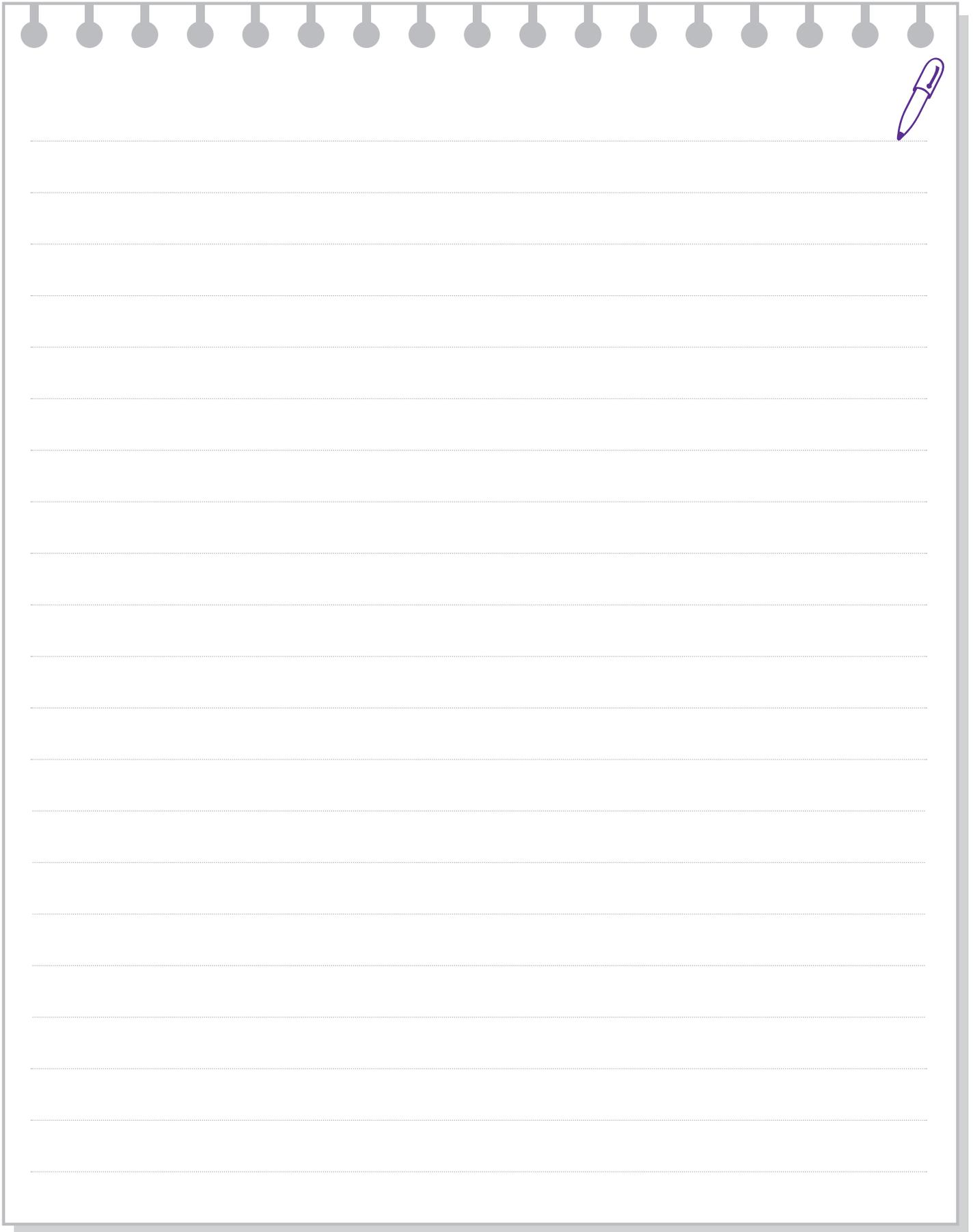
(24 marks)

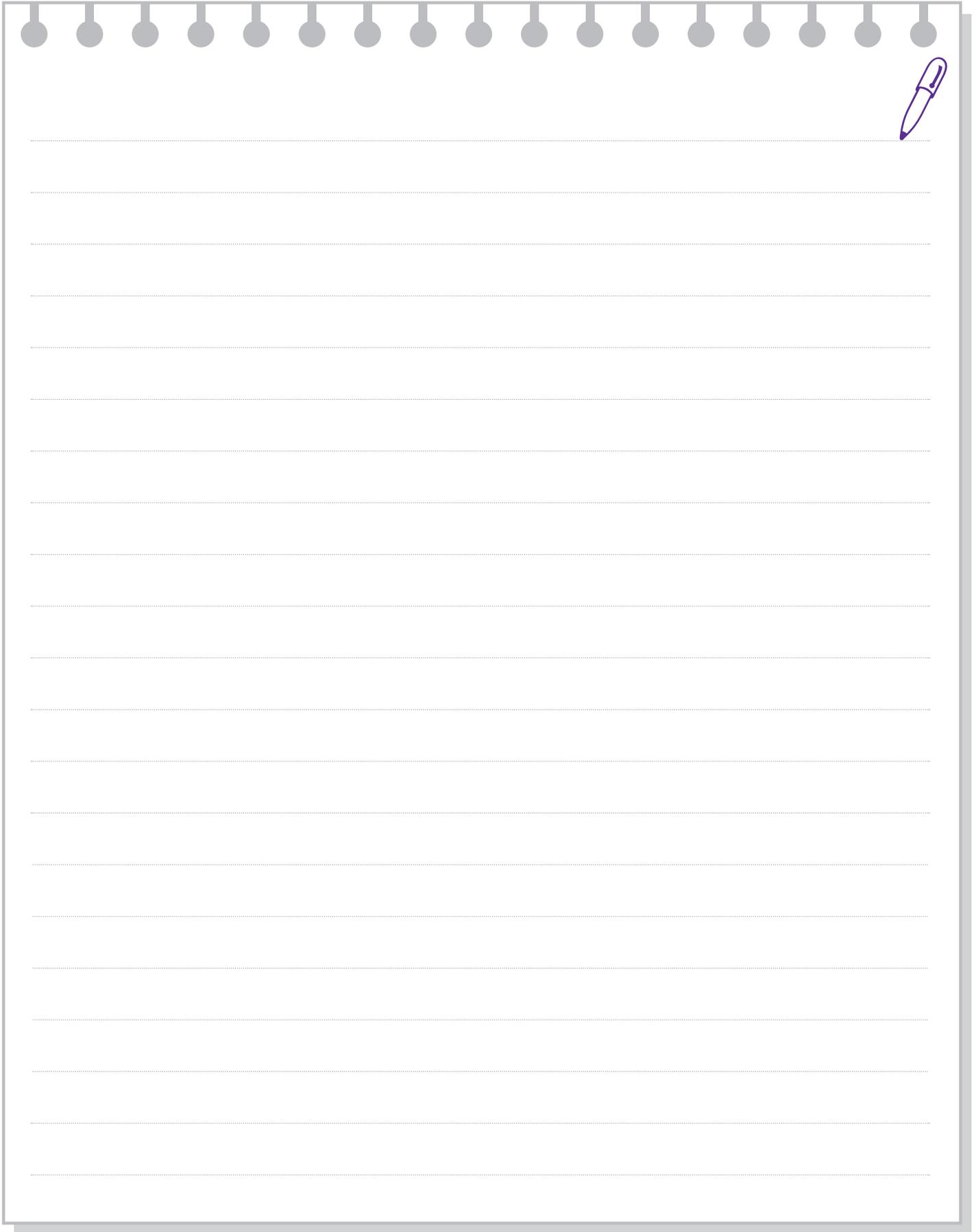
You may use this box to write notes or plan your answer.

Important: notes/plans will NOT be marked.



Write your answer here:





END OF ASSESSMENT

Total marks

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Highfield EXAMINATION

For official use only:

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

Marker:	
Date:	

2nd line Marker:	
Date:	



Level 1

Writing

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We listen and respond