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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 work for Highfield Event Management and recently used a new catering company for an event.

You receive this feedback:



www.highfieldeventmanagement.coz

Highfield Event Management

Thank you for using our services. Please leave your feedback below.

PRODUCTS

PRICES

LOCATION

CONTACT

FEEDBACK

Mr and Mrs Tipon, Dewsbury

We used Highfield Event Management to arrange our 20th wedding anniversary party, which was fabulous.

We had over 100 guests and a sit-down, five-course meal.

There was an excellent choice of food for each course and, I must say, it tasted delicious!

The catering staff were so professional and friendly.

Thank you for a fantastic night!

Write a **letter** to the catering company thanking them for helping to make the event a success.

The contact details are **NW Catering Services, The Barn, Manor Road, Highfield Town, HF5 9SR.**

You should include:

- details about the event and the feedback received
- the benefits of working together
- information about an upcoming event you would like them to provide food for

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

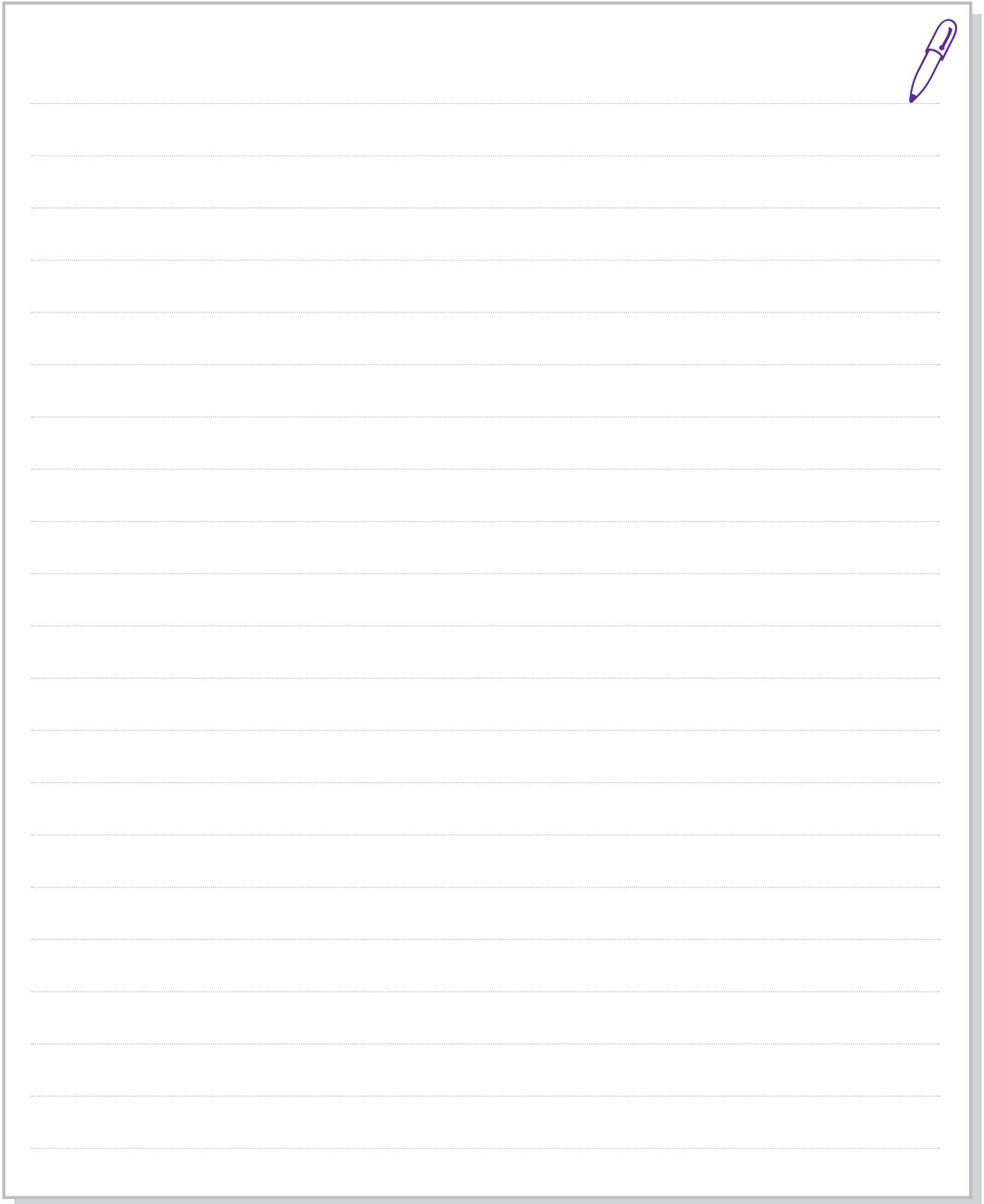
Suggested word count 150-200 words.

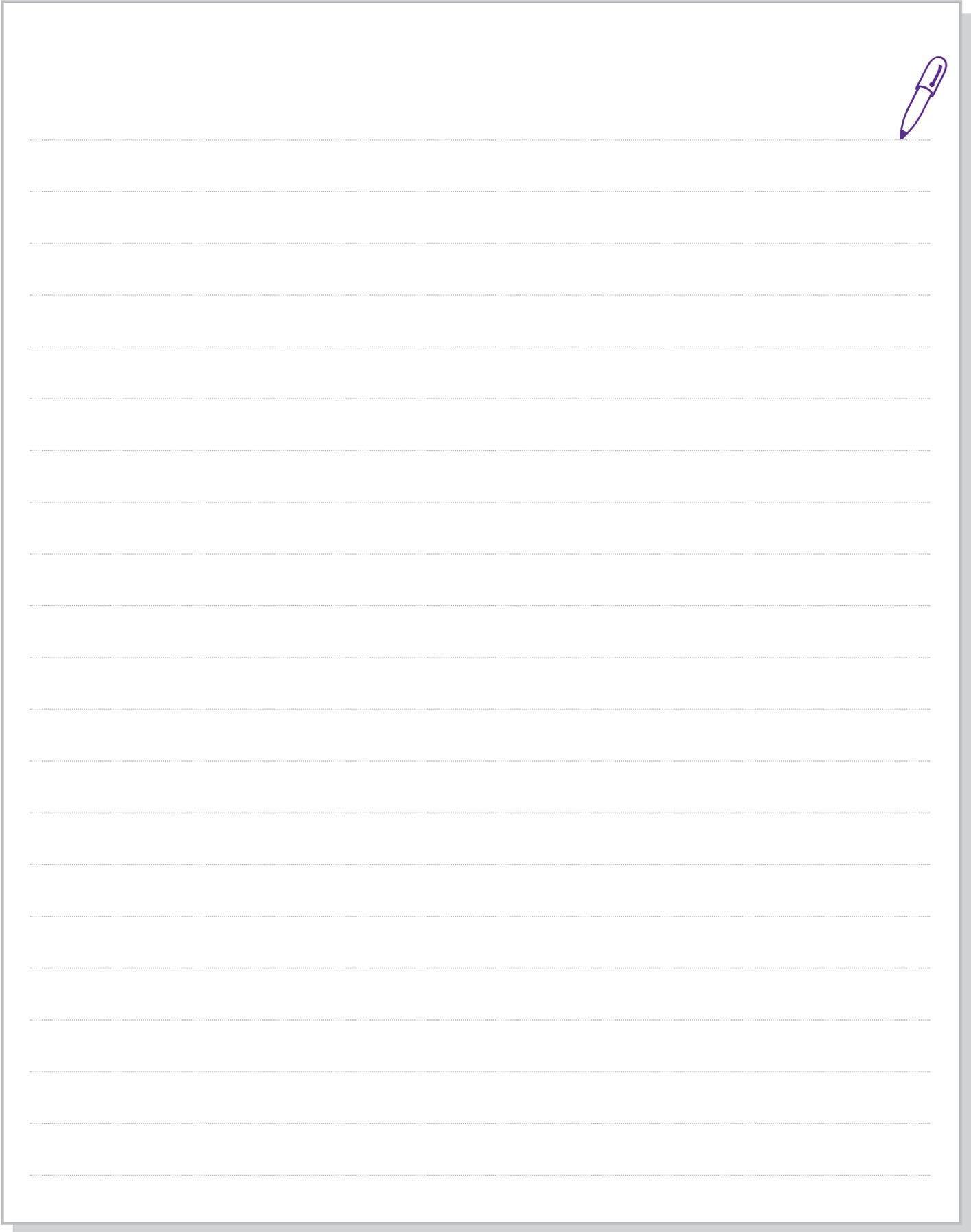
(24 marks)

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 for writing, enclosed in a grey border. It contains 20 horizontal dotted lines. In the top right corner, there is a small icon of a pen.



Total marks

Task 2

You work for Highfield Catering and have been asked to teach new staff members a recipe.

← → www.highfieldcookingideas.co.uk
easy pancake recipe X
⌵ □ ✕

Highfield Cooking Ideas

Easy banana pancakes

Ingredients:

Equipment:

Method:

Using the pictures above, write a set of **instructions** for the staff that:

- state the ingredients and equipment needed
- explain how to make the pancakes
- provide serving suggestions for the pancakes

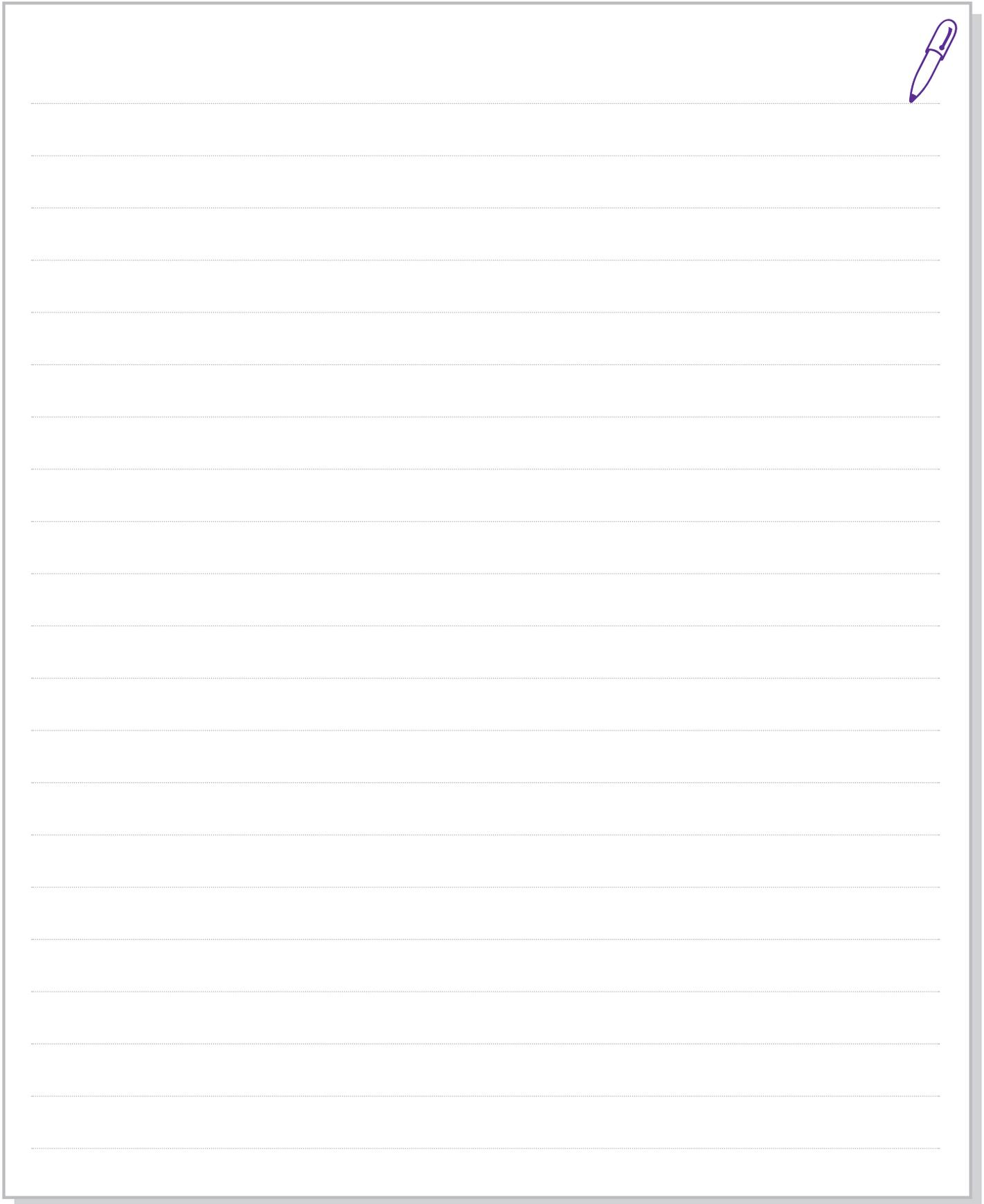
You should take approximately **30 minutes** to complete this task.

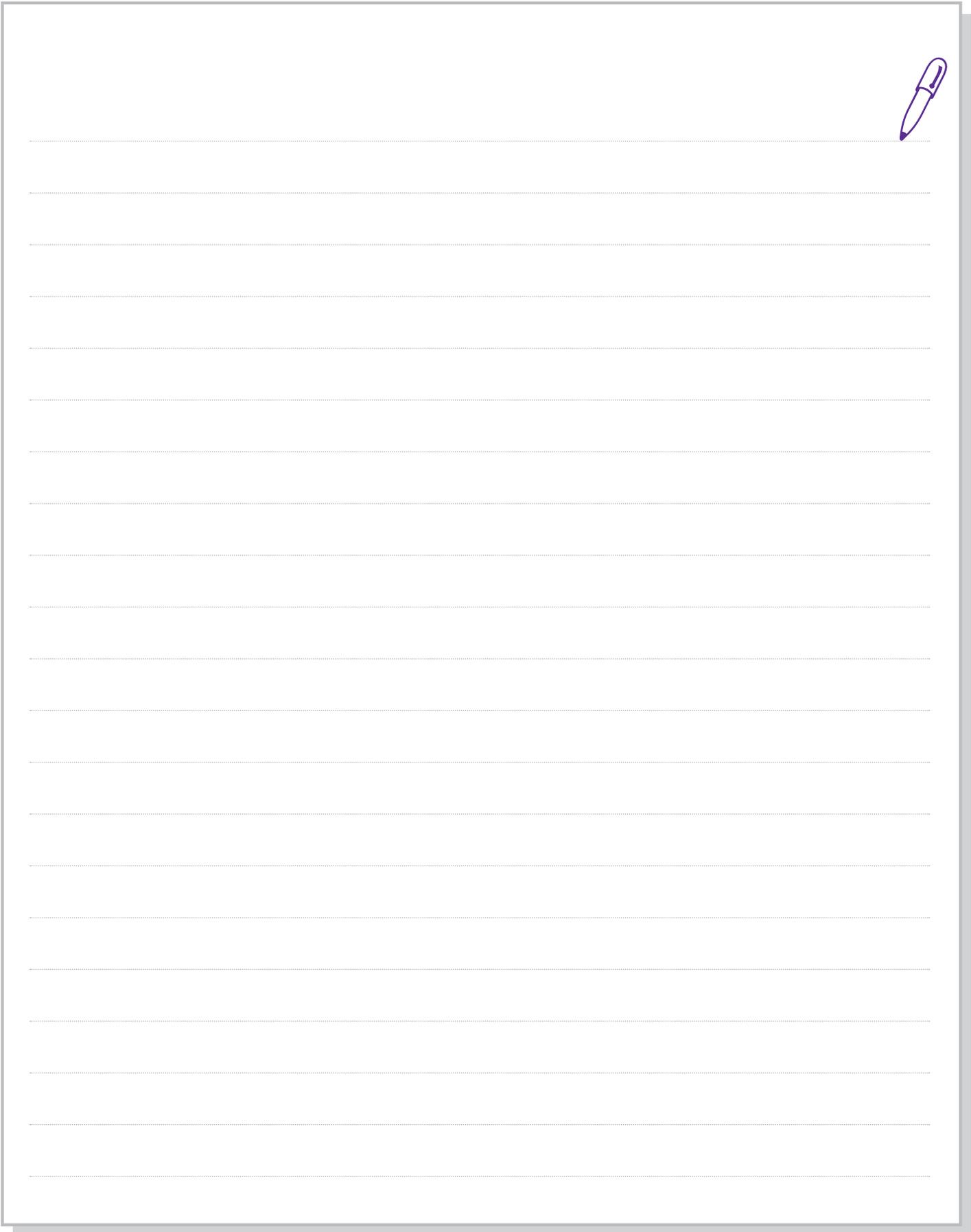
(24 marks)

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



Write your answer here:

A large rectangular area for writing, enclosed in a grey border. It contains 20 horizontal dotted lines. In the top right corner, there is a small icon of a pen.



END OF ASSESSMENT

Total marks

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