



## 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

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

- **describes the best place you have ever visited**
- **explains what you can do there**
- **suggests why other people may want to go there**

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

**Suggested word count 150-200 words.**

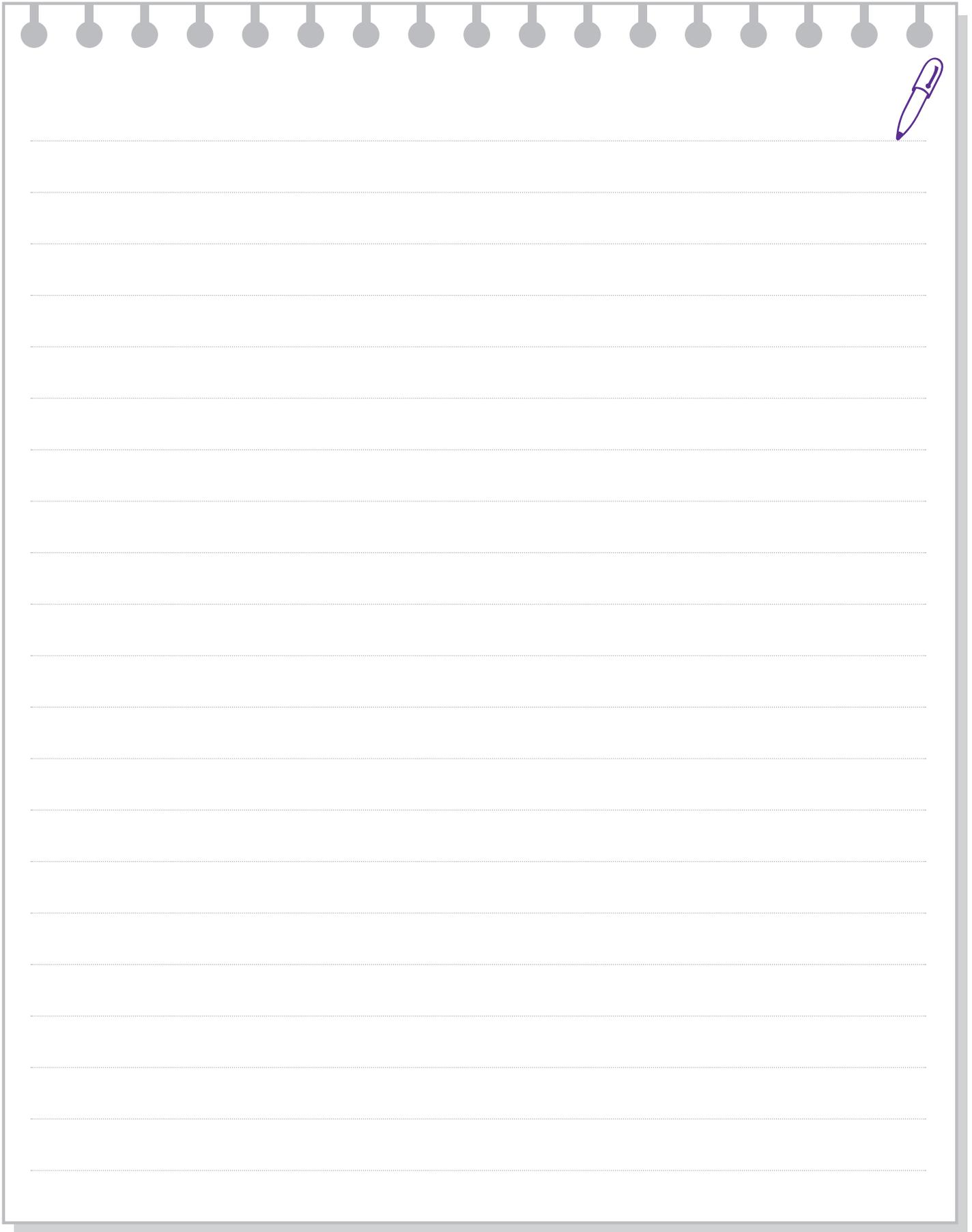
**(24 marks)**

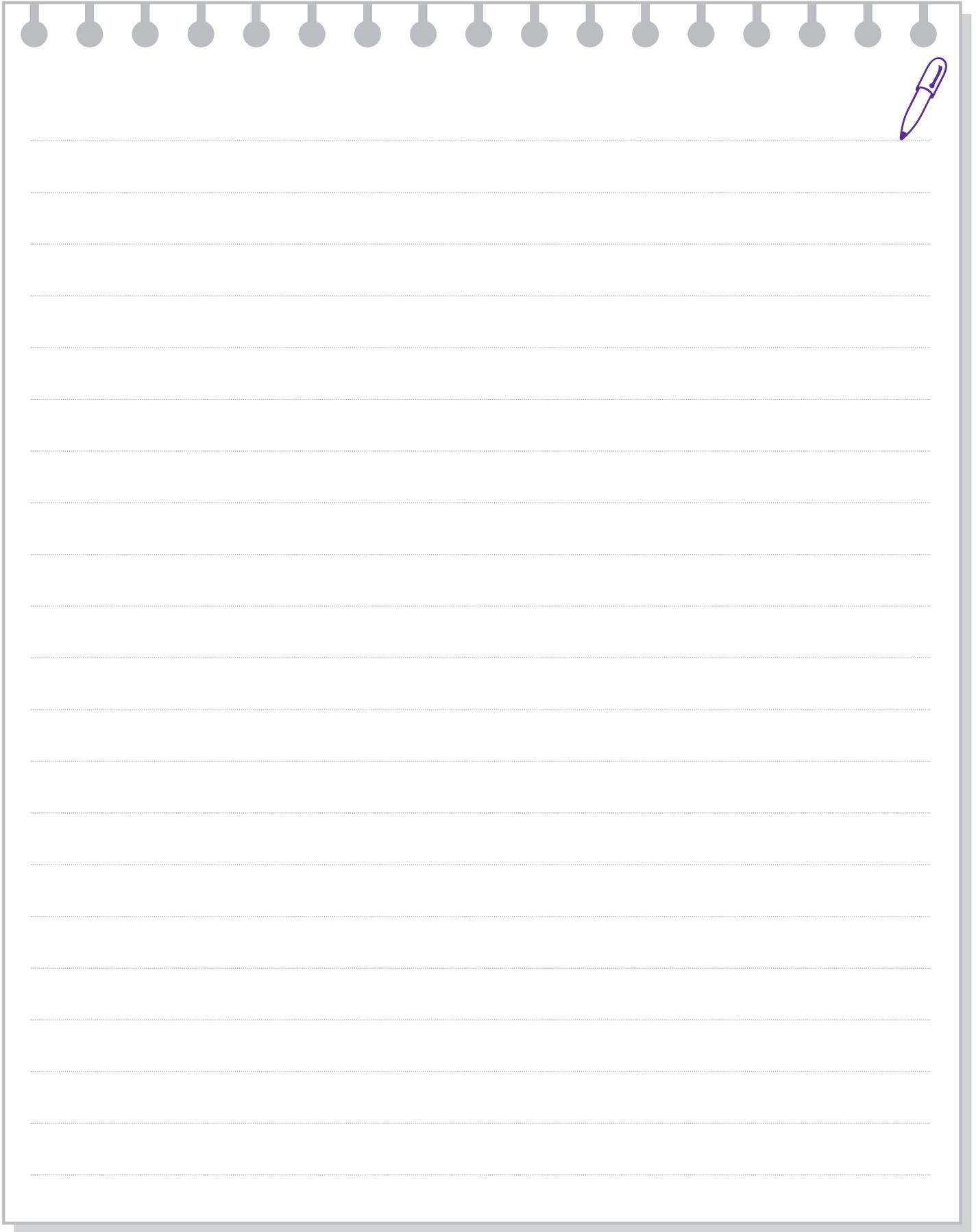
You may use this box to write notes or plan your answer.

**Important: notes/plans will NOT be marked.**



Write your answer here:

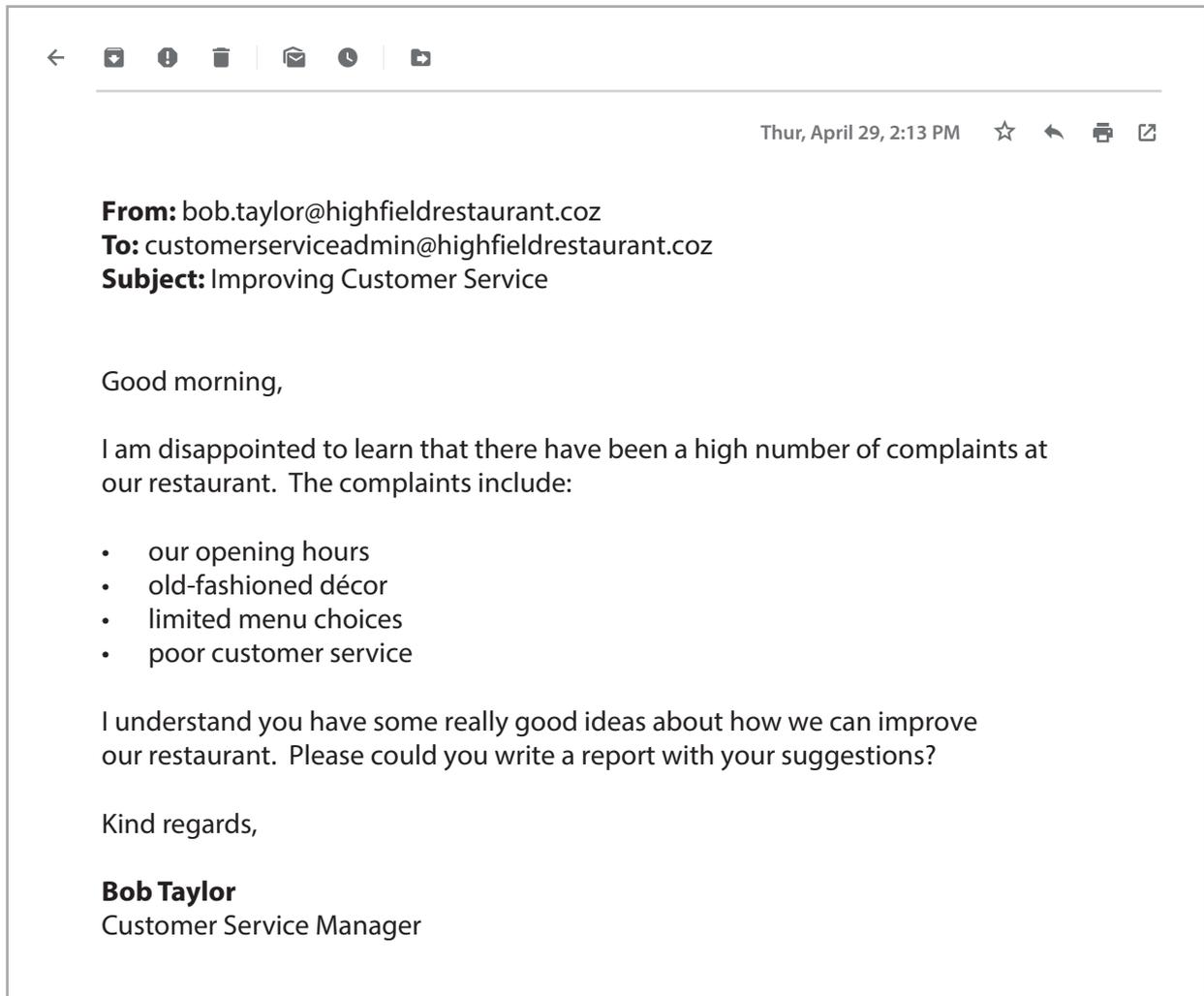




Total marks

## 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.

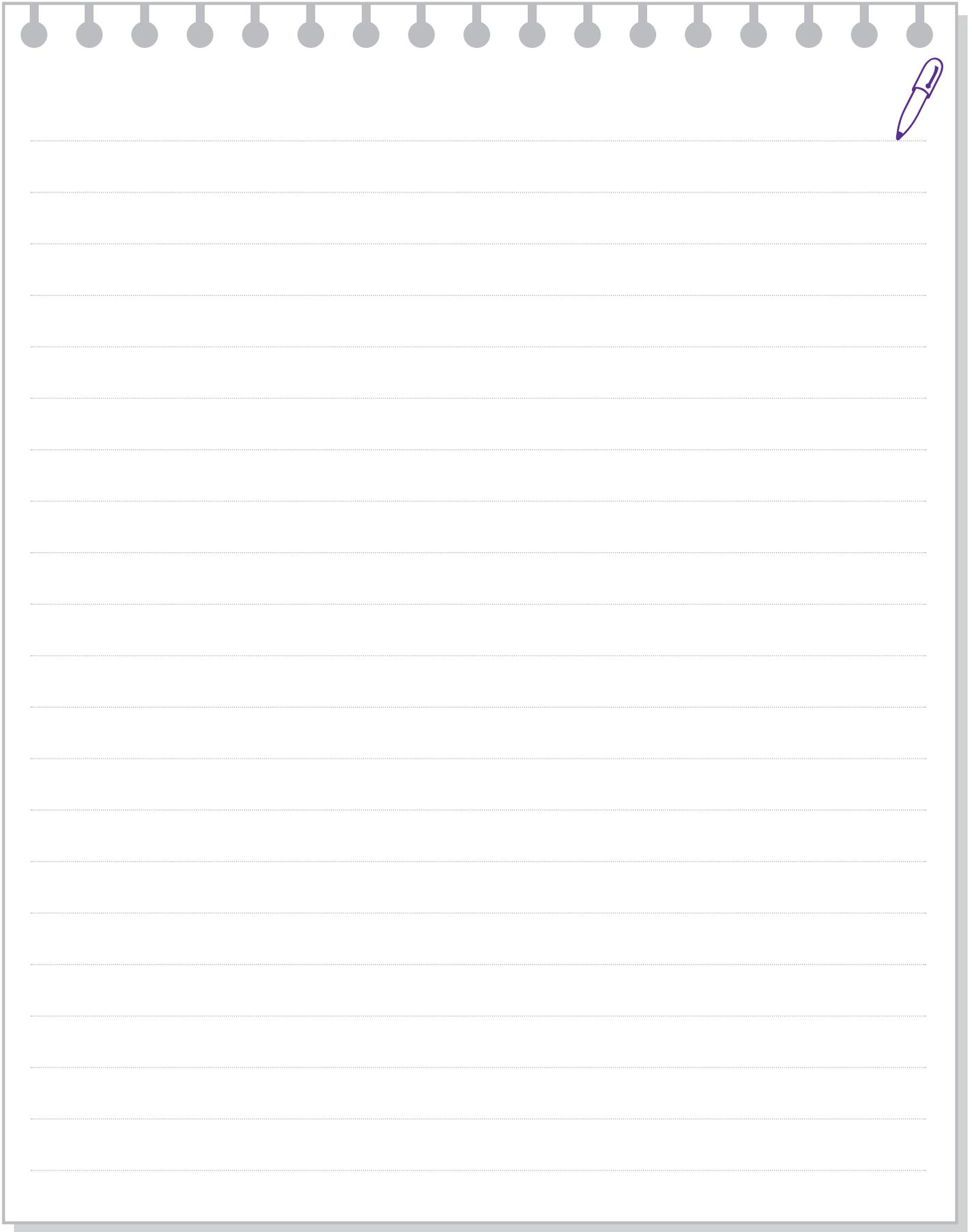
**(24 marks)**

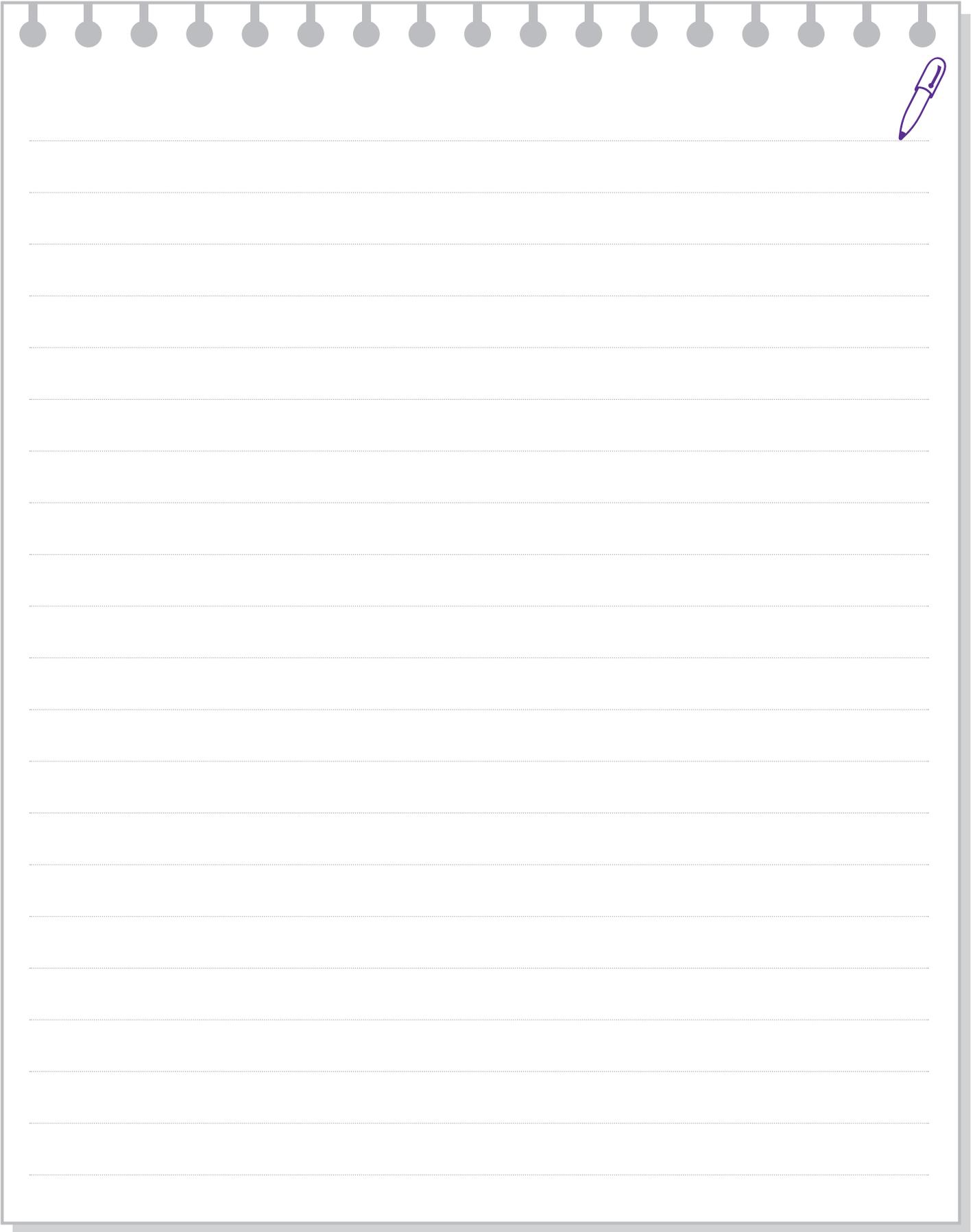
You may use this box to write notes or plan your answer.

**Important: notes/plans will NOT be marked.**



Write your answer here:





**END OF ASSESSMENT**

Total marks

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# 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

### Highfield Qualifications

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*We listen and respond*