



## The Examination

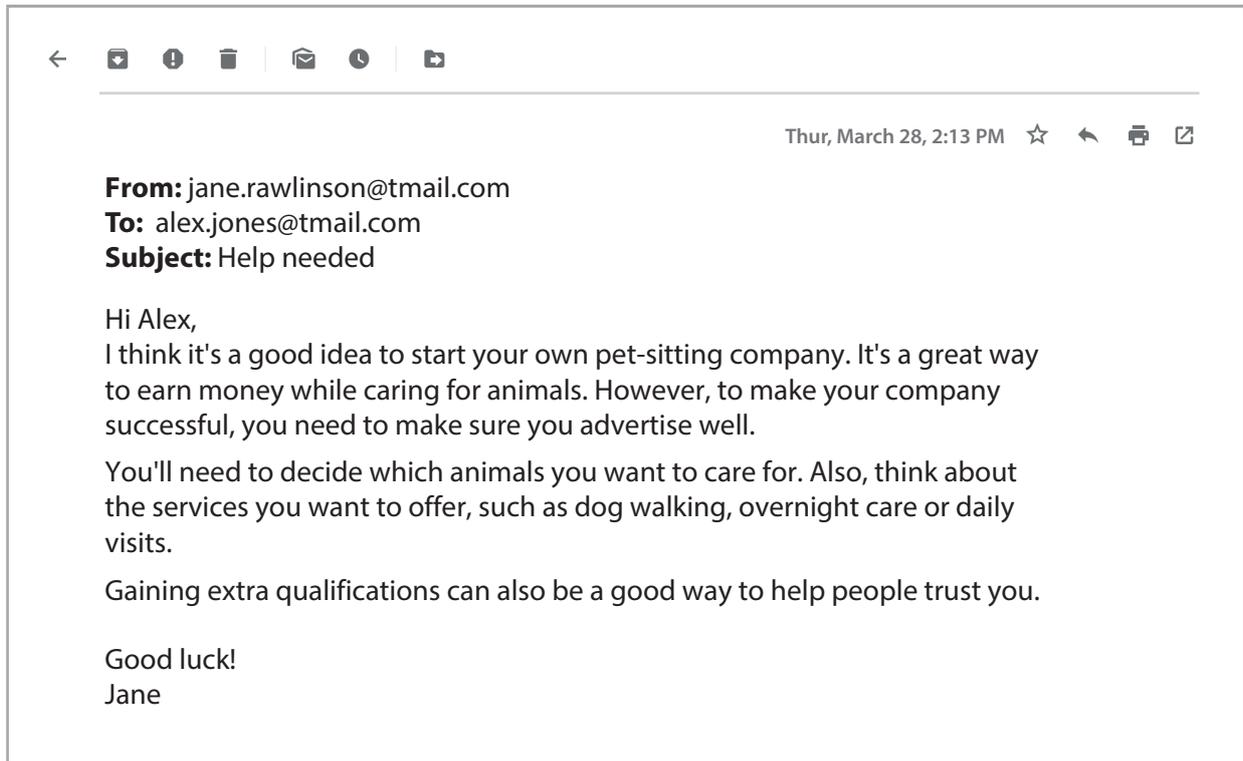
There are **two** tasks. Each task will assess your writing skills. Marks are awarded for:

- spelling, punctuation and grammar
- communication of information, ideas and opinions
- level of detail and appropriateness of length
- format, structure and language
- sentence range and paragraph structure
- clarity of meaning
- meeting the needs of its purpose and the audience

## Task 1

You want to start your own pet-sitting company.

You have contacted a friend who already runs their own company and they have sent you the following:



← 📧 ⚠️ 🗑️ 📧 ⌚ 📧

Thur, March 28, 2:13 PM ☆ ↶ 🖨️ 📧

**From:** jane.rawlinson@tmail.com  
**To:** alex.jones@tmail.com  
**Subject:** Help needed

Hi Alex,

I think it's a good idea to start your own pet-sitting company. It's a great way to earn money while caring for animals. However, to make your company successful, you need to make sure you advertise well.

You'll need to decide which animals you want to care for. Also, think about the services you want to offer, such as dog walking, overnight care or daily visits.

Gaining extra qualifications can also be a good way to help people trust you.

Good luck!  
Jane

Write an **advert** to promote your business, describing the services you will provide and giving reasons why people should choose your company.

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

**Suggested word count 250-300 words.**

**(27 marks)**

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







## Task 2

You work for a supermarket chain and receive this note from your manager:

**Harrison and Sons  
Supermarket** Date: 15th April

We need to inform the public of our plan to open a new store in Highfield.

The store will be located on:  
101 Manor Road  
Highfield  
HF2 8CR

Please prepare a letter to the residents of **Manor Road, Highfield, HF2 8BQ**.

You should include:

- our reasons for opening a store in Highfield
- how long the construction will take
- the discounts available for residents affected by the construction

Thank you.  
Wayne

Write a **letter** to residents of Manor Road to inform them that a new store will be opening in Highfield.

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

*(27 marks)*

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







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For official use only:

	Task 1	Task 2	TOTAL
Marks available	27	27	54
Mark(s) awarded			
2nd line marker			

Marker:	
Date:	

2nd line marker:	
Date:	



# Level 2

## Writing

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*We listen and respond*