

The Examination

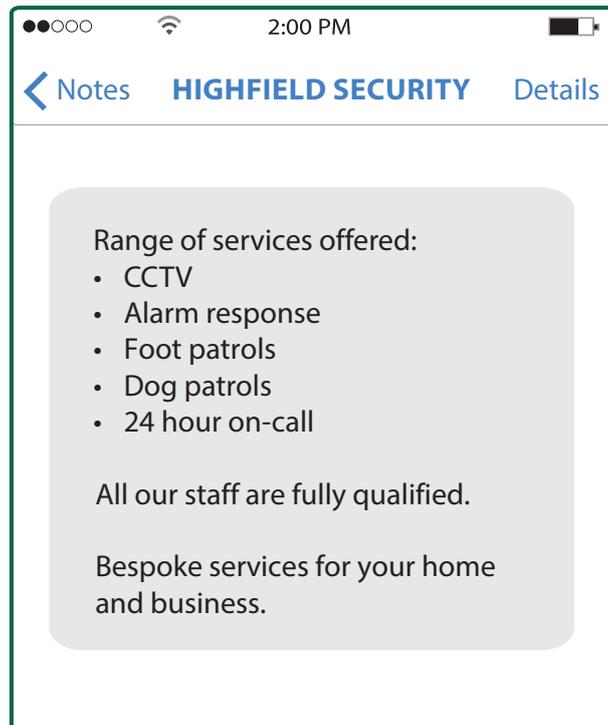
There are **two** tasks. Each task will assess your writing skills. Marks are awarded for:

- 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 work for Highfield Security.

Your manager wants to promote the business and sends you the following message:



Write an **advert** to promote Highfield Security that explains the services it provides and gives reasons why customers should choose the company.

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

Suggested word count 250-300 words.

(27 marks)

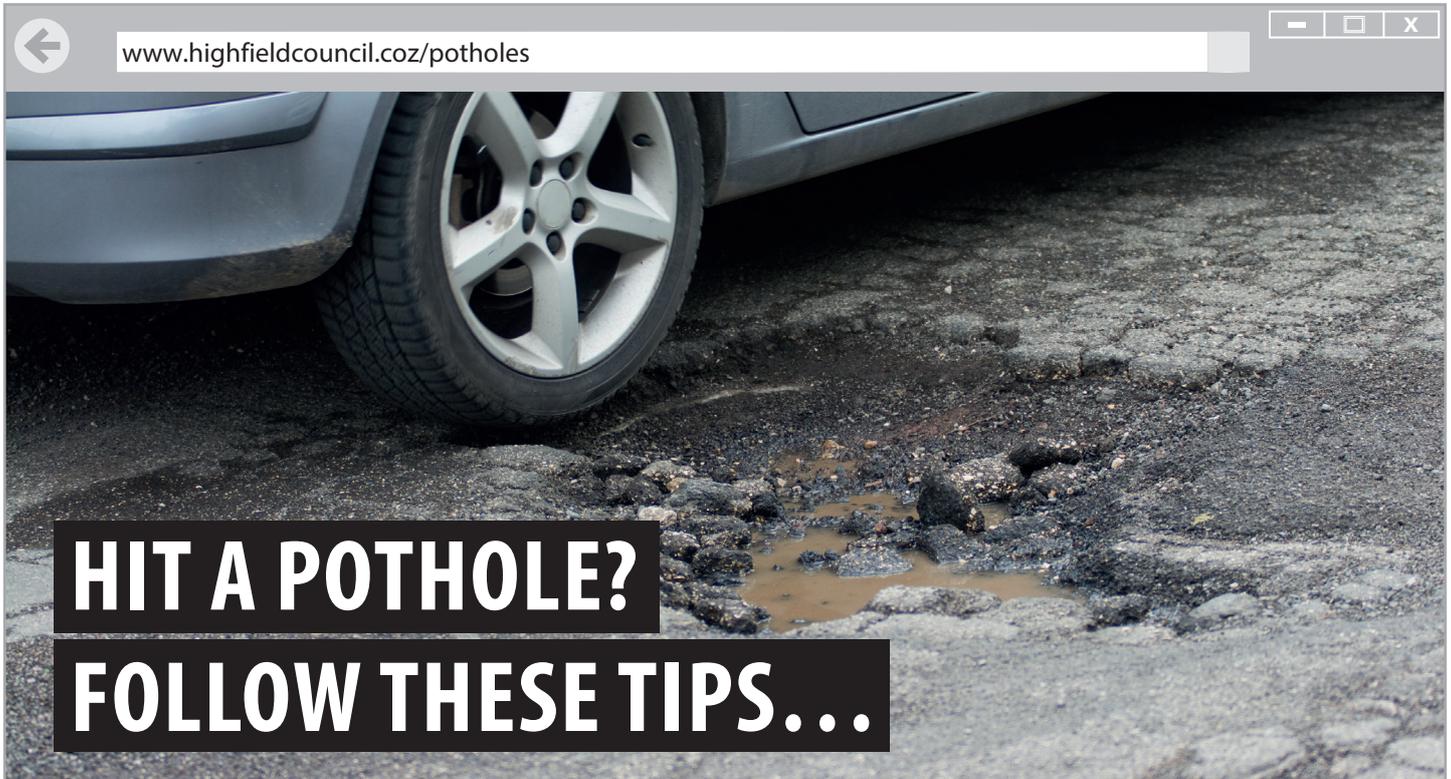
You may use this box to write notes or plan your answer.
Important: notes/plans will NOT be marked.



Task 2

Your vehicle was recently damaged when you hit a pothole in the road.

You find this information on your local council's website:



1. Check your vehicle for damage

2. Take some notes

Take note of where the pothole was. Did anyone witness what happened? If so, get their contact details.

3. Report the pothole

Report the pothole to your local council so they can repair it and prevent any further incidents.

4. Repair your car

Get quotes for the repairs. Keep copies of all quotes, invoices and receipts.

5. Make your claim

Send an email to the council with all the information that you've collected to support your claim.

To make your claim, email: claimsdepartment@highfieldcouncil.coz

Write an **email** to Highfield Council that informs them of the incident and describes the damage to your car.

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
Marker			
2nd line marker			

Marker:	
Date:	

2nd line marker:	
Date:	



Level 2

Writing

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We listen and respond