

Candidate Name _____

Centre Number

Candidate
Number

--	--

UNIVERSITY OF CAMBRIDGE ESOL EXAMINATIONS
English for Speakers of Other Languages
Cambridge ESOL Certificates in ESOL for Work

Writing

D143

Sample Question Paper A

Candidates answer on the question paper.
No additional materials are required.

TIME 45 minutes

Instructions to Candidates

Do not open this paper until you are told to do so.

Write your name, Centre number and candidate number in the spaces at the top of this page.

You have **45 minutes** to answer the questions.

Do the task in Part One and then choose **one** task to do in Part Two.

It is recommended that you spend **15 minutes** on Part One and **30 minutes** on Part Two.

Write clearly in **pen**, not pencil.

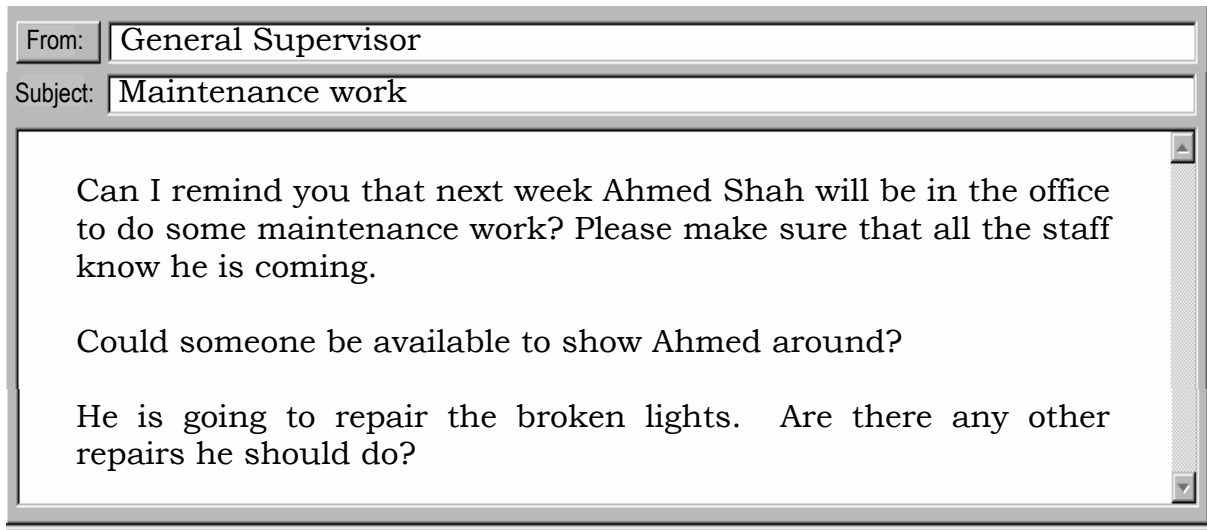
Write on the question paper.

FOR EXAMINERS' USE		
	EXAMINER 1	EXAMINER 2
EXAMINER ID		
PART 1 MARK		
PART 2 MARK		
OVERALL MARK		

This question paper consists of 6 printed pages and 2 blank pages.

Part One

You have received this email from your supervisor.



Write an **email** in reply to the General Supervisor:

- confirm the staff know about Ahmed's visit;
- offer to show Ahmed around yourself;
- say what other repairs are needed in your office.

Write **50 – 60** words on the opposite page.

Part Two

EITHER

Task A

Your boss has asked you to write a letter to welcome new employees to the company.

Write the **letter** for new employees.

Write about:

- hours of work;
- work clothes and behaviour;
- training opportunities

and any other points which you think are important.

Write **180 – 200** words on the following pages. Do **NOT** include an address in your answer.

OR

Task B

The manufacturing company you work for has recently had problems with delivering orders to customers. Your boss has asked you to write a report on the problem.

Write the **report** for your boss.

Write about:

- the problems there have been with deliveries;
- the causes of the delivery problems;
- possible ways of solving the delivery problems

and any other points which you think are important.

Write **180 – 200** words on the following pages.

BLANK PAGE

BLANK PAGE