

Candidate Name \_\_\_\_\_

Centre Number

Candidate  
Number

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

**Writing**

**D143**

**Sample Question Paper B**

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.

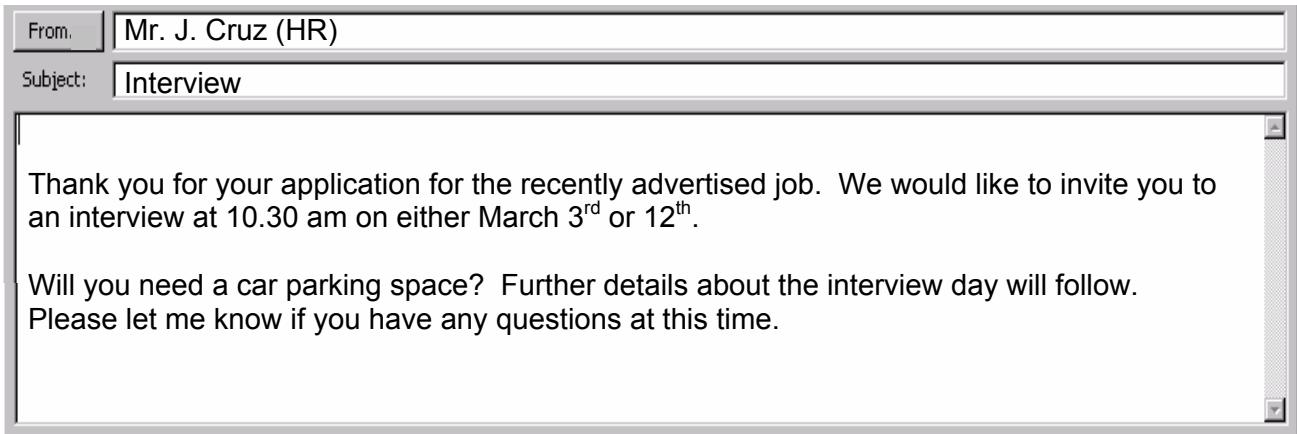
FOR EXAMINERS' USE		
	EXAMINER 1	EXAMINER 2
EXAMINER ID		
PART 1 MARK		
PART 2 MARK		
OVERALL MARK		

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

## Part One

You have received this email from a company you hope to work for.



Write an **email** to Mr Cruz:

- tell him which date you can attend;
- confirm whether you need a parking space;
- say what you would like to know about the interview day.

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



## Part Two

### EITHER

#### Task A

There will be new security equipment and new safety procedures at your workplace. Your boss has asked you to write a letter to all staff to explain the new arrangements.

Write the **letter** to the staff. Do **NOT** include an address in your answer.

Write about:

- what the new security equipment is;
- what new safety procedures should be followed;
- why the new arrangements are needed

and any other points which you think are important.

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

### OR

#### Task B

The company you work for wants to give its staff training in dealing with workmates and customers from different countries. Your manager has asked you to write a report saying what kind of cultural training is required.

Write the **report** for your manager.

Write about:

- why cultural training is needed;
- the particular areas the training should cover;
- how the training should be organised

and any other points which you think are important.

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





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