

WRITING**WRITING TASK 1**

You should spend about 20 minutes on this task.

You work at home and have a problem with a piece of equipment that you use for your job.

***Write a letter to the shop or company which supplied the equipment.
In your letter***

- ***describe the problem with the equipment***
- ***explain how this problem is affecting your work***
- ***say what you want the shop or company to do***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Today more and more tourists are visiting places where conditions are difficult, such as the Sahara desert or the Antarctic.

What are the benefits and disadvantages for tourists who visit such places?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

During a recent plane journey, you sat next to a businessman who owns a chain of restaurants. You talked to him and he suggested that you should contact him about a possible job in one of his restaurants.

Write a letter to this businessman. In your letter

- *remind him when and where you met*
- *tell him what kind of job you are interested in*
- *say why you think you would be suitable for the job*

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

In many places, new homes are needed, but the only space available for building them is in the countryside. Some people believe it is more important to protect the countryside and not build new homes there.

What is your opinion about this?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

WRITING**WRITING TASK 1**

You should spend about 20 minutes on this task.

A large company in your area has decided to spend a certain amount of money, either to sponsor a local children's sports team for two years, or to pay for two open-air concerts. It has asked for feedback from the general public.

Write a letter to the company. In your letter

- ***describe the benefits of sponsoring the sports team***
- ***summarise the benefits of paying for the concerts***
- ***say how you think the company should spend the money***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows: _____

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Some people say that parents should encourage their children to take part in organised group activities in their free time. Others say that it is important for children to learn how to occupy themselves on their own.

Discuss both these views and give your own opinion.

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.

WRITING**WRITING TASK 1**

You should spend about 20 minutes on this task.

There have been several complaints about the reception area where visitors to your company arrive. Your manager has asked you to suggest how the reception area could be improved.

Write a letter to your manager. In your letter

- ***describe the complaints that have been made***
- ***say why the reception area is important***
- ***suggest how the reception area could be improved***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear ,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

In recent years, many small local shops have closed because customers travel to large shopping centres or malls to do their shopping.

Is this a positive or a negative development?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.