

## Writing Part 1

In part 1 of the test you:

- **read** a description of a business situation
- **write** an internal company communication using the description

### Understanding how writing is assessed

- 1 The examiners who mark your writing ask themselves a number of questions about your work. Match each of their questions (1 – 8) with the aspect of language it is focusing on (A – D). You need to use each aspect twice.**

Question	Aspect of language
1 Is there a good range of appropriate B2-level vocabulary?	A Content
2 Does it cover all of the bullet points in the task?	
3 Would it have a positive effect on the reader?	B Communicative achievement
4 Is there appropriate use of paragraphs in it?	
5 Is all of what's written relevant to the task?	C Organisation
6 Does it contain words and structures that link ideas?	
7 Does it show good control of grammar at B2 level?	D Language
8 Does it express ideas in an effective way?	

- 2 This piece of writing got a low mark for language. Correct the ten language errors in it.**

Dear Colleagues

I'm really sorry to inform you that the staff meeting what was scheduled for 10.00 a.m. tomorrow is having to be cancelled. Unfortunately, a training course were planned for the same day and time without my knowledges, so many staff will be unavailable for meeting. The meeting will held on Friday instead at the same time.

In preparation on the meeting, please could you prepare a short report on the contracts you work on at the moment, with a brief summary of their progress and any issues you had encountered.

Many thanks and best regards,

Fiona Fullerton

**Vocabulary**      Verbs in instructions

**3 Match the verbs that are often used in Vantage writing tasks with an example of the language used to introduce them.**

- |                    |   |  |
|--------------------|---|--|
| 1 refuse           | A | Would it be possible for you to let me know, at your earliest convenience, your likely time of arrival?                |
| 2 apologise        | B | I'm mailing you to inform you of a small change to the timing of your interview.                                       |
| 3 explain          | C | We have found Andrews Ltd to be by far the most reliable delivery company in the region.                               |
| 4 let someone know | D | I'm extremely sorry for any inconvenience that this delay may cause you.   |
| 5 suggest          | E | There is a very good reason why you have encountered such a problem with this particular product.                      |
| 6 invite           | F | I wonder if switching to a different supplier would help to solve the problem.   |
| 7 recommend        | G | I'm afraid that it won't be possible for you to attend the training course on the date you requested.                  |
| 8 ask              | H | We would be extremely pleased if you could attend for an interview on Tuesday 19 <sup>th</sup> September at 11.15 a.m. |

**4 Complete the sentences using the words formed from the verbs in exercise 3.**

- 1 My ..... for the best venue for the convention is the Yew Tree Business Centre.
- 2 In your interview, give a clear ..... of why you think you would be good at the job.
- 3 It is ..... that you arrive at least ten minutes before the time of the interview.
- 4 He lost his job because of his ..... to co-operate with his colleagues and managers.
- 5 Enclosed is the ..... for ten representatives from your company to attend the awards ceremony.
- 6 Heather's manager accepted her ....., even though she was twenty minutes late for the meeting.

**Grammar** Linking words and expressions

**5 Use a linking word or expression from the box to complete the text.**

In addition	However	On balance	Unfortunately	Firstly	In conclusion
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This report aims to inform staff about the recent trade fair attended by several members of staff.

(1) ....., the trade fair was a success overall but there were a number of issues that reduced the effectiveness of our presence there.

(2) ....., there was the issue of the samples of our products that we took to the fair.

(3) ....., some of them were slightly damaged in transit. (4) ....., the technician who was responsible for setting up the samples was late arriving due to a problem with her flight.

(5) ....., once everything was repaired and set up, potential customers seemed extremely impressed by the quality of our products, and several orders were received during, or shortly after, the event.

(6) ..... the trade fair was worth the investment in terms of time and money, so would be well worth attending next year.

**6. Look at the Part 1 exam task below.**

You work as a manager in the R&D department of your company. You have been asked to give a presentation about the work of your department at your company's annual Shareholders' Meeting. You cannot go and someone else will go in your place.

Write an email to Alicia Gonzalez, who is organising the meeting:

- apologising for being unable to go to the meeting
- explaining why you are unable to go
- saying who will go instead.

Now look at the example response and fill in the missing words

From:	Melissa Murphy
To:	Alicia Gonzalez
<p>(1) ..... Alicia</p> <p>Many (2) ..... for your invitation to give a presentation at the Shareholders' meeting. (3) ....., I am unavailable that day (4) ..... to an important team review meeting about a new product we're working on, which is scheduled to take (5) ..... on the same day. This meeting has (6) ..... timetabled for many months, so I can't really miss (7) .....</p> <p>(8) ....., my colleague Diane Reece has agreed to give the presentation instead (9) ..... me.</p> <p>With (10) ..... wishes</p> <p>Melissa Murphy</p>	

**7. Would the response above get a good mark in the exam? Why?**

8. Look at another Part 1 exam task below. Write a response to this task. When you have written your response, click [here](#) to see an example.

You are the Administration Manager of a manufacturing company. You have organised some IT training for all of your staff for some new software you will shortly introduce.

Write an email to your staff:

- explaining what the new software is for
- describing what the training will include
- giving details of when and where the training will take place.

## Writing Part 2

In part 2 of the test you:

- **read** a business-related text (letter, email, report, etc.) and some notes you have made
- **write** a piece of business correspondence, a report or a proposal based on the text

Useful language      Strong expressions

1. You can make your writing more interesting by using stronger expressions. Replace the words in *italics* with the adjectives in the box.

fascinating	essential	filthy	chaotic	terrible
exhausted	tiny	furious	hilarious	superb

- The room booked for the meeting was *small*, even though there were twenty people attending.
  - The presentation was *good*, both entertaining and informative.
  - The staff at the hotel were *disorganised* – no one seemed to know what they were doing!
  - Pedro's manager was *angry* when he turned up at the meeting twenty minutes late.
  - The report took longer to write than Lisa thought so she was *tired* by the time she'd finished it.
  - The programme about the global financial crash was *interesting*.
  - The hotel rooms assigned to delegates were *dirty*.
  - It's *important* to remain polite, even if a customer becomes rude or angry.
2. Decide which adverbs you can use before the adjectives in Exercise 1. Choose from these adverbs:
- |            |      |       |         |           |            |         |
|------------|------|-------|---------|-----------|------------|---------|
| absolutely | very | quite | totally | extremely | completely | utterly |
|------------|------|-------|---------|-----------|------------|---------|
3. Now write sentences of your own using the adjectives and adverbs from Exercises 1 and 2.

**Grammar**      Using contrast linking words

**4. Complete the sentences with the contrast link words in the box. Use each word once.**

spite	even	despite	although	however
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1. .... the flight departed on time, it was thirty minutes late when it arrived.
2. Sales were down slightly, but ..... this, the company still made a profit.
3. The marketing campaign was a huge success, ..... though it cost more than usual.
4. I submitted my report on time. ...., my boss said I had missed several important points.
5. In ..... of the manufacturer's excellent reputation, the new drink didn't sell well.

**5. Now write sentences of your own using the linking words from Exercise 4.**

**6. Look at the example of an email you must read as part of a Part 2 writing task and answer the questions below.**

**To:**        Holly House Hotels  
**From:**     Alexandra Witton  
**Subject:**   Venue for the company convention

Further to our conversation, we have decided to use one of your hotels for our company convention this year. We require:

- One large hall with stage and seating for 200 people
- Twelve seminar/smaller meeting rooms to seat 15 - 20 people each
- Parking for 120 cars
- Catering for two days for 200+

Please send details of which hotels match these specifications.

1. Who is the email from?
2. What is the email about?
3. Why are there details of rooms, people and parking?
4. What does the sender want the recipient to do?

**7. Look at the details of two different hotels and answer the questions.**

Holly House Hotel Group Conference facilities			
Name of hotel	Rooms available	Parking	Catering
The Manor	18 rooms Two large halls (each seats 190) 16 meeting rooms (each seats 20)	100 places	For up to 220
Manley Park	12 rooms Central hall (seats 200) Small hall (seats 80) 10 meeting rooms (each seats 25)	220 places	For up to 200
Chichester House	15 rooms Central hall (seats 250) 2 Smaller halls (each seats 60) 12 meeting rooms (each seats 22-25)	180 places	For up to 300

1. Which hotels have a hall that meets the requirements in Exercise 6?
2. Which hotels meet the parking requirements in Exercise 6?
3. Which hotels meet the catering requirements in Exercise 6?
4. Which hotel is the most suitable for the convention? Why?

8. Now look at the full task and the comments you have made next to it and answer the questions below.

You work for Holly House Hotels. You have just received the email below.

- Look at the email and the other information below, on which you have already made some handwritten notes.
- Then, using all your handwritten notes, write an email in reply to Alexandra Witton.
- Write 120 – 140 words.

**To:** Holly House Hotels  
**From:** Alexandra Witton  
**Subject:** Venue for the company convention

Further to our conversation, we have decided to use one of your hotels for our company convention this year. We require:

- One large hall with stage and seating for 200 people
- Twelve seminar/smaller meeting rooms to seat 15 - 20 people each
- Parking for 120 cars
- Catering for two days for 200+

Offer a 10% discount if booked within a week.

Please send details of which hotels match these specifications.

**Holly House Hotel Group  
Conference facilities**

Name of hotel	Rooms available	Parking	Catering
The Manor	18 rooms Two large halls (each seats 190) 16 meeting rooms (each seats 20)	100 places	For up to 220
Manley Park	12 rooms Central hall (seats 200) Small hall (seats 80) 10 meeting rooms (each seats 25)	220 places	For up to 200
Chichester House	15 rooms Central hall (seats 250) 2 Smaller halls (each seats 60) 12 meeting rooms (each seats 22-25)	180 places	For up to 300

Halls slightly too small (but there are two!). Not enough parking. Point this out.

Catering 200 max. Only 10 meeting rooms. Suggest Chichester House.

Also has extensive gardens to relax in and a pool and gym. Mention these benefits!

1. What do you need to offer the customer?
2. What do you need to suggest?
3. What do you need to mention?
4. What do you need to point out about The Manor?

- 9. Now write a response to this task. When you have written your response, click [here](#) to see another example.**