

## Writing Part 1

In part 1 of the Writing test you:

- **read** instructions about writing an internal company communication
- **write** an email, note, message, etc. according to the instructions you are given

## Understanding how writing is assessed

**1 The examiners who mark your writing ask themselves questions about your work to help them decide what the mark should be. Match each of their questions (1 – 4) with the area of language it is focusing on (A – D).**

### Question

- 1 Does your writing have appropriate linking words (e.g. and, because) and is it organised in a logical way (e.g. each paragraph has a clear topic)?
- 2 Does it cover all of the bullet points and is relevant to the task?
- 3 Would it have a good effect on the reader: e.g. suitable business language and level of formality?
- 4 Does it show good control of grammar and vocabulary?

### Area of language

- A. Content
- B. Communicative achievement
- C. Organisation
- D. Language

## Vocabulary Verbs in instructions

**2 Match the verbs that are often used in Preliminary writing tasks with their meanings.**

- |                    |   |
|--------------------|---|
| 1 refuse           | A give reasons for                      |
| 2 apologise        | B ask someone to come to an event       |
| 3 explain          | C say that a product or service is good |
| 4 let someone know | D say no to someone                     |
| 5 suggest          | E give a person details about something |
| 6 invite           | F put a question to someone             |
| 7 recommend        | G give an idea about something          |
| 8 ask              | H say you are sorry about something     |

**3 Complete the sentences using a verb from exercise 3.**

- 1 Is there a good restaurant near here that you can .....?
- 2 Can you please ..... why the customer received their goods so late?
- 3 I need to ..... my manager if I can leave early today.
- 4 Customers sometimes ..... a replacement and want their money back instead.
- 5 I always ..... to my boss when I'm late for work.
- 6 John called. Could you ..... him ..... exactly when you'll arrive in New York?
- 7 How many people did we ..... to the product launch party?
- 8 What do you ..... we do about this late payment?

**Grammar**      Linking words and expressions

**4 Use a linking word or expression from the box to complete the sentences.**

so	but	in order to	because	when	rather than
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- 1 The meeting was cancelled at the last minute ..... the sales manager was ill.
- 2 Stephen lied to his boss ..... telling her the truth.
- 3 The client signed the contract ..... the sales team were very happy.
- 4 I studied all about import and export ..... I was at university.
- 5 Appear keen during your first weeks in the job ..... impress your new colleagues.
- 6 I wanted to go out after work today ..... I feel much too tired.

**5 Add a linking word then complete these sentences in your own words. If more than one linking word is possible, write sentences for all of them.**

- 1 My manager was really pleased...
- 2 I woke up extremely late for work...
- 3 I decided I'd prefer to do IT training...
- 4 I was just checking my emails...
- 5 My colleague told me that the manager wanted to see me in her office...

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

You have decided that doing a course in another language would be useful in your job.  
Write an email to your line manager, Claire Berry.

Write an email to Claire Berry:

- asking for permission to go on the course
- explaining why this course is important
- saying when you would attend classes.

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

From:	Harry Jones
To:	Claire Berry
<p>(1) ..... Claire</p> <p>I am writing to ask if it (2) ..... be possible to attend a course in (3) ..... near future. I'd like to do a course in basic Mandarin (4) ..... we have more (5) ..... more clients in China. It will be very good for business if someone in our company learns (6) ..... little Mandarin.</p> <p>The classes are (7) ..... Tuesday afternoons for ten weeks.</p> <p>With (8) ..... wishes</p> <p>Harry</p>	

**7 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.**

Your assistant, Molly, has asked if she can go on a training course next week.

Write a note to Molly:

- refusing her request
- explaining why this is not possible next week
- suggesting another time she could go on the training course.

## Writing Part 2

In part 2 you:

- **read** a piece of business correspondence (letter, email, notice, advert, etc.)
- **write** to someone outside of your company in response to the correspondence

**Grammar** Verb forms with *after*, *before* and *while*.

### 1. Re-write the sentences using *after*, *before* and *while* + verb + *ing*

**Example** The delivery driver had an accident while she was leaving the premises.  
The delivery driver had an accident while leaving the premises.

1. After they had launched the new adverts, sales went up dramatically.  
.....
2. Before she met the new employee, the MD found out more about her.  
.....
3. Liam stayed at a luxury hotel while he attended the sales conference.  
.....
4. Brian checked the figures carefully before he submitted his report.  
.....
5. Veronika felt very relieved after she had delivered her speech.  
.....
6. Visitors must wear ID at all times while they are visiting the company.  
.....

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

**To:** Franklin's Foods

**From:** Andy Holloway JKL Ingredients

After meeting you at the recent trade fair, I thought I'd contact you again. We spoke at the fair about the possibility of me visiting your company to show you some samples of our products. Would you still be interested in me coming to see you? I'll be happy to come at a time and date that suits you.

1. Who is the email from?
2. How do you know him?
3. Why is he contacting you?
4. What does he want to bring with him?
5. When does he want to visit you?

3. Look at the task instructions and the sample answer below. Put one word in each gap in the sample answer.

Write an email to Andy Holloway.

- thanking him for contacting you
- accepting his invitation to visit your company
- asking for more information about the samples
- suggesting a date and time for a meeting

(1) ..... Andy

Many thanks for (2) ..... in touch with me. I was very interested in (3) ..... you spoke about at the trade fair, so I'd very (4) ..... like you to visit our company, as you suggested.

Could you possibly give me a bit (5) ..... information about the samples you were intending to bring (6) ..... you?

I'm free most (7) ..... next week, so how (8) ..... coming on Thursday 17<sup>th</sup> July? Would around 11 a.m. (9) ..... OK for you?

I (10) ..... forward to hearing from you.

Asha Hussain  
Purchasing Manager

4. Look at the Part 2 exam task below. Write a response to this task. When you have written your response, click [here](#) to see an example.

**Anna's Green Energy - Green energy for businesses**

Are you ready to switch to electricity that doesn't damage the environment?

All the power we supply comes from the wind and sun.

We can help your business to become greener and keep your costs down too.

Interested? For more information and a free visit and quotation, contact Anna Black:  
anna.black@annasgreenenergy.net

Write an email to Anna Black:

- saying where you saw the advert for her company
- explaining why you are interested in her company's services
- ask her to send you more information about her company
- suggest a date and time when she can visit