

Key

Writing Part 1

1

1. D
2. A
3. B
4. C
5. A
6. C
7. D
8. B

2

As can be seen, the graph contains numerical information about three different buildings that a company could purchase. The purchase cost **for** to buy Building 1 is the cheapest **from** of the three at \$430,000, but the running costs of the building are significantly higher **that** **than** the other two. While the cost of Building 2 is slightly higher, the day-to-day running costs are **substantially** lower, so in the long term, it would **be a** cheaper option when compared **against** to Building 1.

Building 3, **in** **on** the other hand, offers the least attractive option, as not only is it the most expensive to buy, **it's** **its** running costs are high. **As an** **In** addition, it is also further from the nearest major transport links than the other two buildings.

3

↑	↓	→	at the top	at the bottom
rise	a downward trend	remain steady	a peak	a low point
increase	fall	stay the same	maximum	minimum
an upward trend	decrease	level off	a high	lowest
go up	go down	remain stable	greatest	
improve	decline	stabilise	highest	
grow	drop			
climb	reduce			
soar	plummet			
rocket	plunge			
ascend	tumble			
	descend			

4

- A Go up quickly: rocket
 B Go very high: soar

Go down quickly: plummet, plunge, tumble

5

quickly	slowly	neither quickly nor slowly
briskly	gently	steadily
speedily	gradually	
immediately	little by little	
rapidly		
swiftly		
suddenly		
sharply		

6

1. FALSE
2. TRUE
3. TRUE
4. FALSE
5. TRUE
6. FALSE

7

1. The Executive
2. The DeLuxer
3. The Executive
4. The Speedster
5. The DeLuxer and the Speedster

8

1. greatest
2. significantly
3. terms
4. yearly
5. contrast
6. little
7. joint
8. particularly
9. however
10. recommend

9

- It is presented in a logical order and has good linking between the sections.
- It uses a typical report format.
- The grammar and spelling are accurate.
- There is a good range of vocabulary used, and synonyms are used for variety.
- It would achieve its purpose.
- It would have a positive effect on the target reader.
- There is appropriate use of paragraphs.
- It is all relevant to the task.
- It expresses ideas in a clear and effective way.

Writing Part 2

1

1. Report
2. The aims or purpose
3. Factual information
4. Conclusion and recommendations
5. Proposal
6. The aims or purpose
7. Background information about the current situation
8. Explanation of the benefits of making a change
9. Conclusion and recommendations
10. Formal letter
11. Sender's address
12. Date
13. Recipient's address
14. Salutation/Greeting
15. The reason for writing to someone
16. Further details about why you are writing
17. What you intend to do or would like the recipient to do
18. Concluding sentence
19. Valediction/Parting
20. Signature
21. Name printed clearly

2

1. forward
2. of
3. to
4. in
5. writing
6. in
7. be
8. aim

3

1. formal letter/email
2. proposal
3. report
4. report
5. formal letter/email
6. report
7. proposal
8. report

4

1. most
2. recent
3. in
4. are
5. the
- 6.

5 Possible reasons:

- a. There are major roadworks in the area.
- b. There's work being done to the local rail network, which is causing disruption.
- c. There are issues with the availability of appropriate childcare in the area e.g. nursery closure, school closure, so staff have to travel further to leave children.

Sample response:

There are two reasons why the problem appears to have worsened in recent months. Firstly, there are a significant number of long-term roadworks between our workplace and several residential areas where a reasonable number of our staff live. In addition, two of the local nurseries have closed down in recent months, so staff are being forced to travel further when dropping off their children at other childcare facilities.

6

Sample response:

There are no easy solutions to the current problem of worsening punctuality. If the issue was principally caused by poor attitude that had somehow spread amongst staff, then disciplinary action of some sort would help to deal with this. However, there are more fundamental reasons for the lateness that the company has little control over, as they relate to the services and infrastructure of the city. I would therefore suggest implementing a policy of flexible working in the short term. This would ensure that employees do not feel guilty about an issue that they are not responsible for, and managers do not feel obliged to discipline their staff when it is not actually a disciplinary matter.

7

Sample response:

This document aims to put forward suggestions about implementing effective video conferencing. The objectives of such a change are to reduce the expenditure, in terms of both time and cost, on business travel and to reduce stress on staff whose roles include significant amounts of this.

The company currently spends around £440,000 on business travel. This includes only expenses such as flights and other transport, hotels and spending on meals. It does not include staff time lost due to travelling. Clearly, if even a small amount of this cost were reduced, it would be worthwhile.

Not all business travel could be replaced by video conferencing. In some instances, it's necessary to our staff to meet clients or colleagues face-to-face, but it is estimated that around 60% of travel could be cut in this way. This represents a saving of £264,000 per annum to the company.

Not only would this significantly reduce expenditure, it would also allow staff who would usually travel to meetings to devote a greater number of hours to their other work. It would also greatly reduce stress to staff.

I would recommend that around half of the current meeting rooms in the company's premises worldwide are fitted with the appropriate screens and IT equipment to allow video conferencing to take place in them. We would also need to invest in specialist software that would maintain the confidentiality of our business meetings. All staff whose roles would include video conferencing would need to undergo training in its use. I believe that this switch to video conferencing would pay for itself within the first six months of its operation, so I wholeheartedly recommend the company adopt this change.