

PLACEMENT TEST**Writing Session****Name:****SAP ID:**

Part 1: You must answer this question. Write your answer in 40 – 50 words on the separate answer sheet.

You need to cancel tomorrow's meeting with staff in your department and would like to arrange a new date for this.

Write an email to all staff in your department:

- explaining why you need to cancel tomorrow's meeting
- saying when the new meeting will take place
- telling staff how to prepare for the new meeting.

To:	All staff
Cc:	
Subject:	New date for staff meeting

Part 2: You must answer this question. Write your answer in 120 – 140 words on the separate answer sheet.

The car manufacturer you work for has discovered a problem with some of the cars it has sold recently. Your line manager wants you to write a report about the situation and recommend how to deal with it.

- Look at the information below, on which you have already made some handwritten notes.
- Then, using all your handwritten notes, **write your report**.

I have been told there is a problem with some of the cars we have sold recently. Please let me know the following:

- how serious is the problem?
- how many cars have this problem?
- should we tell the customers about the problem immediately?
- how should we tell customers about the problem?
- how can we stop this problem happening again?

not serious – give details of the problem

say how many

yes – tell customers now!

suggest way of doing this

make recommendations

