

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

Message body area

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.**



