

WRITING

WRITING TASK 1

You should spend about 20 minutes on this task.

You recently organised an all-day meeting for your company, which took place in a local hotel. In their feedback, participants at the meeting said that they liked the hotel, but they were unhappy about the food that was served for lunch.

Write a letter to the manager of the hotel. In your letter

- ***say what the participants liked about the hotel***
- ***explain why they were unhappy about the food***
- ***suggest what the manager should do to improve the food in future***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Many working people get little or no exercise either during the working day or in their free time, and have health problems as a result.

Why do many working people not get enough exercise?

What can be done about this problem?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.