

You **must** answer this question. Write your answer in **220–260** words in an appropriate style on the separate answer sheet.

- 1 Your class has listened to a panel discussion about the benefits to a country of people gaining experience of life abroad. You have made the notes below:

Benefits to a country of people spending time abroad

- business
- culture
- understanding

Some opinions expressed in the discussion:

"People who've spent time abroad are then well equipped to conduct business with different countries."

"It teaches people about different traditions in local cultures."

"People become aware that there are other ways of looking at the world."

Write an essay discussing **two** of the benefits in your notes. You should **explain which benefit you think is most important, giving reasons** in support of your answer.

You may, if you wish, make use of the opinions expressed in the discussion, but you should use your own words as far as possible.

Write an answer to **one** of the questions **2–4** in this part. Write your answer in **220–260** words in an appropriate style on the separate answer sheet. Put the question number in the box at the top of the page.

- 2** The firm that you work for would like to use an external IT company to maintain equipment and train employees. Write an email to an IT company that has been recommended to you.

Your email should explain

what your firm does, what kind of maintenance work you require, and why your training needs are urgent.

Write your **email**.

- 3** You recently completed a new course at an international college. The College Principal has asked you to write a report on the course highlighting its strengths and weaknesses. You should also make recommendations about how the course could be improved.

Write your **report**.

- 4** Your local town council would like to improve the appearance of the town by creating more green spaces and by introducing more street art such as sculptures or wall paintings. Write a proposal for the council in which you make specific suggestions about both green spaces and street art. Your proposal should also explain how you think your suggestions will improve the quality of life in your town.

Write your **proposal**.

