

WRITING SET 5

Part 1 - You are applying for a job at a travel agent's. Fill in the form using no more than 5 words. You have 3 minutes.

- What qualifications have you got? _____
- What languages are you fluent in? _____
- Where have you worked in the past? _____
- What kind of hobbies do you have? _____
- Are you free to travel? _____

Part 2 Fill in the form. Write in complete sentences. Your text should be 20 to 30 words in length. You have 7 minutes.

Provide the days and times you are available to work and the reasons.

Part 3

You are a new member of staff. You are communicating with the clerk. Use complete sentences when you write. Use 30 – 40 words per answer. You have 10 minutes to complete all 3 answers.

Clerk: Hello, I see that you are a new member of our staff. What made you decide to come and work in this company? (Maximum 40 words, 3 minutes)

Clerk: That's good to hear. What kinds of jobs have you had before this one and why did you leave them? (Maximum 40 words, 3 minutes)

Clerk: The company is planning to organise an outing to a seaside resort as their incentive scheme. What do you think of this idea? (Maximum 40 words, 3 minutes)

Part 4 - Task 1 - Last week you received an email from your boss:

Dear colleagues,

We had initially wanted to organise our annual outing for September, which is in 10 weeks' time, but unfortunately, due to the lack of sales and the diminishing profits we have had to postpone the outing for January as the trips are more economical. I hope that this change will not cause you much inconvenience.

Thank you.

Mr. Jones

Write an email to a workmate, in 50 words, expressing your feelings about this situation and suggest possible alternatives. You have 10 minutes. (Use friendly, informal English with standard spelling and punctuation.)

Part 4 - Task 2

Also, write an email, in 120 to 150 words, to your boss explaining your feelings about the situation and suggest possible alternatives. You have 20 minutes.