Fill in your name, date of birth and registration number in the box above.

<table>
<thead>
<tr>
<th>Task 1 Pass Mark</th>
<th>7/10</th>
<th>Task 1 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 2 Pass Mark</td>
<td>8/12</td>
<td>Task 2 Marks</td>
</tr>
<tr>
<td>Task 3 Pass Mark</td>
<td>8/13</td>
<td>Task 3 Marks</td>
</tr>
</tbody>
</table>

Pass/Fail ________

Tutor signature: ___________________________ Date: __________

Internal Quality Assurer signature: ___________________________ Date: __________
Instructions

- Use a pen.

Information

- This paper has 35 marks.
- You have 1 hour and 15 minutes to complete all three tasks.

Advice

- Read each question carefully before you start to answer it.
- You should spend approximately 15 minutes on Task 1, 25-30 minutes on Task 2 and 25-30 minutes on Task 3.
- Check your answers if you have time at the end.
**Task 1**

You want to apply for a job at a local shop. Complete the application form.

<table>
<thead>
<tr>
<th>Job Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td><strong>Surname(s)</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
</tr>
<tr>
<td><strong>Telephone Number(s)</strong></td>
</tr>
<tr>
<td><strong>Home</strong></td>
</tr>
<tr>
<td><strong>Mobile</strong></td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td><strong>Nationality</strong></td>
</tr>
</tbody>
</table>

**Previous work/voluntary experience (write 2 sentences)**

<p>| | |</p>
<table>
<thead>
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<th></th>
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</thead>
</table>
Task 2

Write an email to your friend arranging to meet after a class. In your email:

• say what time you finish
• say where you will meet them
• tell them the best way to get there e.g. bus, train
• say what you will do together when you meet

Write between 40-50 words.

You must write in full sentences.

Lay out your email with an appropriate beginning and ending.

You do not need to fill in the ‘To’ and ‘Cc’ boxes.

You may use this space to plan your work
Write your email here.

Marker Use Only

Total Marks for Task 2: 12
Task 3

Write a letter to your friend telling them about where you live. In your letter:

- say where you live
- say what there is to do where you live
- say what you like about where you live
- say what you did at the weekend

Write between 50 and 70 words.

You must write in full sentences.

Lay out your email with an appropriate beginning and ending.

Make your writing interesting using adjectives and linking words.

You may use this space to plan your work
Write your letter here

Total Marks for Task 3: 13
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END OF ASSESSMENT