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

<table>
<thead>
<tr>
<th>Task</th>
<th>Pass Mark</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>8/12</td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td>8/12</td>
<td></td>
</tr>
<tr>
<td>Task 3</td>
<td>10/16</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pass/Fail: 

Tutor signature: 

Internal Quality Assurer signature: 

Date: 

Date: 

Date: 

Date:
**Instructions**

- Use a pen.

- You have 1 hour and 15 minutes to complete all three tasks.

**Information**

- This paper has 40 marks.

**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 lost your bag at the train station yesterday. Complete this lost property form.

### Hill Station
Lost Property Report

<table>
<thead>
<tr>
<th>Full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact telephone number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Item of lost property</td>
<td>Describe the item you have lost, including size, colour, contents and any other information. (You should write 3 full sentences.)</td>
</tr>
<tr>
<td>Location before losing item</td>
<td>Please write where you were before you lost the item. (Write 1 full sentence.)</td>
</tr>
<tr>
<td>Date property was lost</td>
<td></td>
</tr>
<tr>
<td>Approximate cost of item £</td>
<td></td>
</tr>
</tbody>
</table>

**Total Marks for Task 1: 12**
Task 2

You would like to do some voluntary work at your local charity shop. Write a letter to the charity.

- Say what you would like to do
- Give at least two reasons why you think you would be suitable to work in the shop
- Describe what work or training you have done
- Say when you are available to work

Write between 60 - 80 words.

You must write in full sentences.

Lay out your letter with an appropriate beginning and ending.
Write your final letter here.

Marker Use

Total Marks for Task 2: 12
Task 3

Write an email to your friend who does not live in the UK. Tell them about:

- what you are doing at the moment
- at least two interesting things you have done or achieved since you came to the UK
- at least one thing you enjoy about living in the UK
- at least one thing that you find difficult about living in the UK

Lay out your email with an appropriate beginning and ending.

You do not need to fill in the ‘From’ and ‘To’ boxes in the final email.

Write between 100-120 words.

You must plan your writing first, using the space provided below
Write your final email here.

Total Marks for Task 3: 16
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END OF ASSESSMENT