

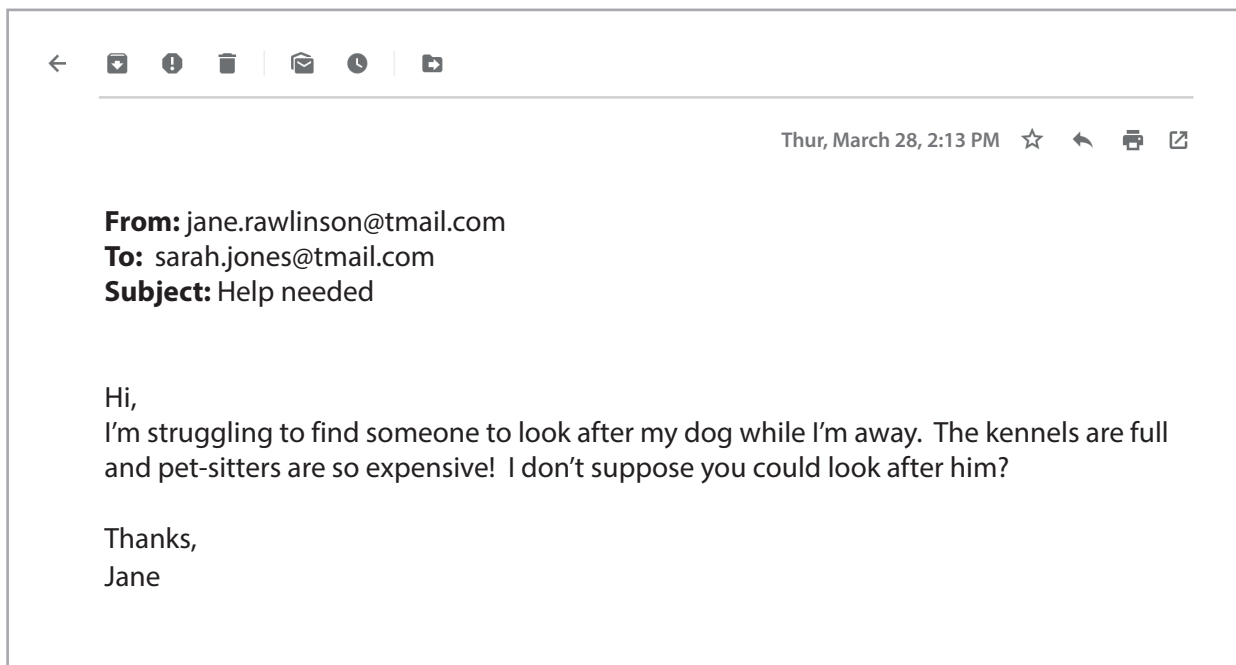
The Examination

There are **two** tasks. Each task will assess your writing skills. Marks are awarded for:

- spelling, punctuation and grammar
- communication of information, ideas and opinions
- level of detail and appropriateness of length
- format, structure and language
- sentence range and paragraph structure
- clarity of meaning
- meeting the needs of its purpose and the audience

Task 1

You receive this email from a friend:



← 📧 ⚠️ 🗑️ 📧 ⌚ 📧

Thur, March 28, 2:13 PM ☆ ↶ 🖨️ 📧

From: jane.rawlinson@tmail.com
To: sarah.jones@tmail.com
Subject: Help needed

Hi,
I'm struggling to find someone to look after my dog while I'm away. The kennels are full and pet-sitters are so expensive! I don't suppose you could look after him?

Thanks,
Jane

The email gives you an idea for a new business. You decide to launch your own company walking dogs and caring for pets while their owners are on holiday.

Write an **article** for your local newspaper and give information about your business idea.

You should take approximately **30 minutes** to complete this task.

(27 marks)

You may use this box to write notes or plan your answer. **Important: notes/plans will NOT be marked.**



Write your answer here:



Ruled area for writing the answer, consisting of multiple horizontal lines.

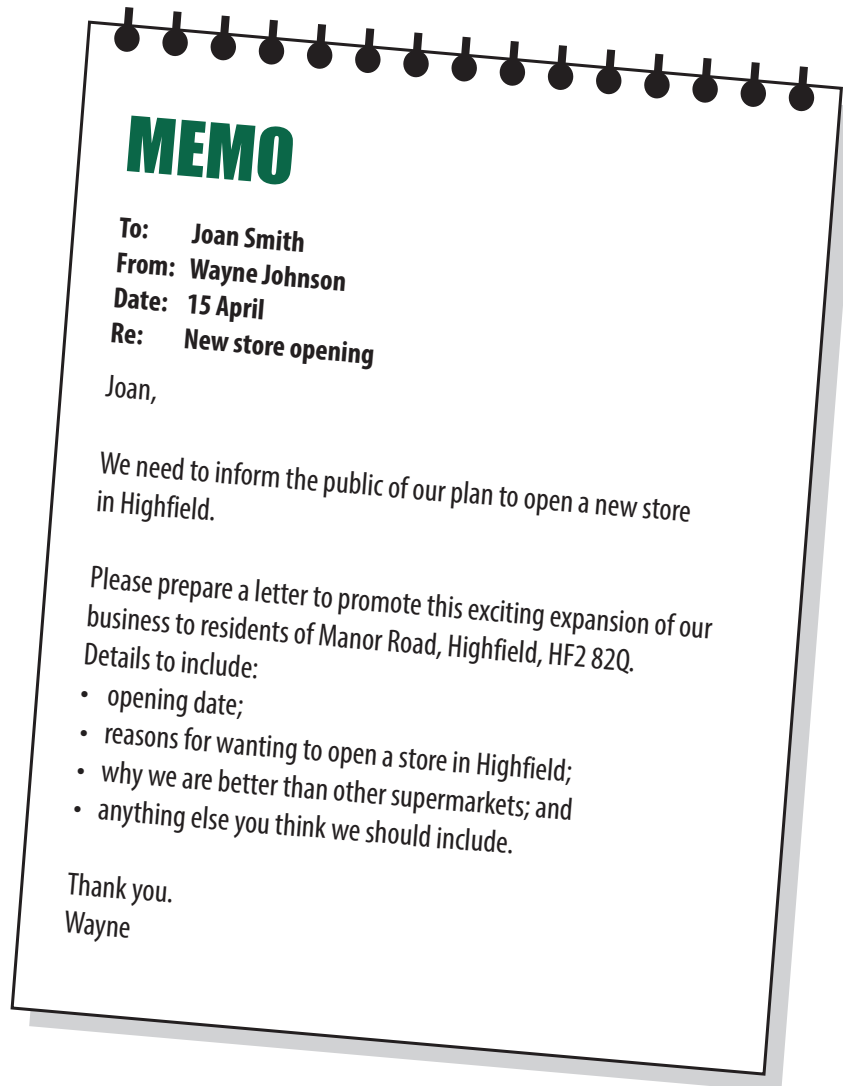


Ruled area for writing answers, consisting of multiple horizontal lines.

Total marks

Task 2

You work at the head office of HFD Supermarkets and receive this memo from your manager:



Write a **letter** to send to residents of Manor Road to promote the opening of the new store.

You should take approximately **30 minutes** to complete this task.

Suggested word count 200-250 words

(27 marks)

You may use this box to write notes or plan your answer. **Important: notes/plans will NOT be marked.**



Write your answer here:



A series of horizontal dotted lines for writing an answer.



Handwriting practice area consisting of 20 horizontal dashed lines.

Total marks

END OF ASSESSMENT

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For official use only:

	Task 1	Task 2	TOTAL
Marks available	27	27	54
Mark(s) awarded			

Marker:	
Date:	

Moderator:	
Date:	



Level 2

Writing

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We listen and respond