

Sample Test



INTERMEDIATE-B LEVEL (L5)

END-OF-COURSE WRITING ASSESSMENT

SAMPLE TEST ONLY

NAME:	
STAFF NUMBER:	
GROUP NUMBER:	

TIME: 1½ HOURS

FOR INSTRUCTORS' USE ONLY

Writing Outcomes		Met	Not yet met
W1	<i>Writes emails and memos</i>		
W2	<i>Writes an incident report</i>		
W3	<i>Writes about diagrams</i>		

Sample Test

Part One (W1)

Part One of this sample test includes both an email and a memo task. In the actual test there will be **either** an email **or** a memo, **not both**.

(a) Sample Email Task

You work as a Clerk in the Human Resources Department. You have received this email from a Petroco employee.

Subject: Vehicle Loan

Arial 10

To: Human Resources

Dear Sir/Madam,

I am writing to request information about the company's vehicle loan policy.

My name is Alan Smith and my staff number is 24669. I am on a senior staff contract, and have been with the company for two months now.

I would be most grateful if you could send me information about car loans, including the size of the loan, the length of the repayment period, and how to apply.

I look forward to hearing from you.

Yours faithfully,

Alan Smith
Professional Training Coordinator
Corporate Training Department

Write a reply to Alan on page 3. Include the following information:

- explain that the vehicle loan is available after the probation period
- say that the interest-free car loan is up to five times the basic salary
- give details of the repayment period
- say where Alan can find the vehicle loan application form
















You may invent any details you think are necessary.

Complete the subject heading on page 3.

Write between 70 and 90 words.

Sample Test

Subject:

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Sample Test

Part One (W1)

(b) Sample Memo Task

You work as a Senior Clerk in Petroco's Corporate Training Department. The Corporate Training Department is planning an annual day out for all its staff and their family members.

Write a memo to all Corporate Training Department staff. Include the following:

- give details of CT Department's annual day out (Petroco Beach Club on Saturday 6th October)
- invite all staff and family members
- say what food will be served
- say what activities and games are planned

You may invent any details you think are necessary.

Complete the headings at the top of the memo on page 5, including your own name and today's date.

Write between 70 and 90 words.

Sample Test



PETROCO – MEMORANDUM

To:	
From:	
Subject:	
Date:	

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Sample Test

Part Two (W2)

You work as a Senior Security Supervisor at Petroco's Headquarters in West Bay. Yesterday, a laptop computer was taken from an office in the building, and a man was arrested. It is your responsibility to complete the report about the incident.

Use the notes below to write recommendations.

Write between 60 – 90 words. Write the recommendations on page 7.

12/03/08

0745 - Man entered reception area. Had no ID.
Didn't sign visitor's book. Not given visitor's pass.

0755 - Man went to HR Recruitment Section. Walked past security desk. Entered office H16.

0815 - Nawal Al-Sulaiti, Senior Clerk, alerted security.

Intruder alert not sounded until 0845.

0925 - Man found hiding in Men's Toilet on 3rd Floor.
Petroco laptop found in bag.

0930 - Police contacted.

0950 - Police arrived. Man arrested: North Korean national,
Lee Park (Residence Permit no. 237786992).

Sample Test

[illegible]

Sample Test

Part Three (W3)

Part Three of this sample test includes examples of two tasks. In the actual test there will only be **ONE** diagram to describe.

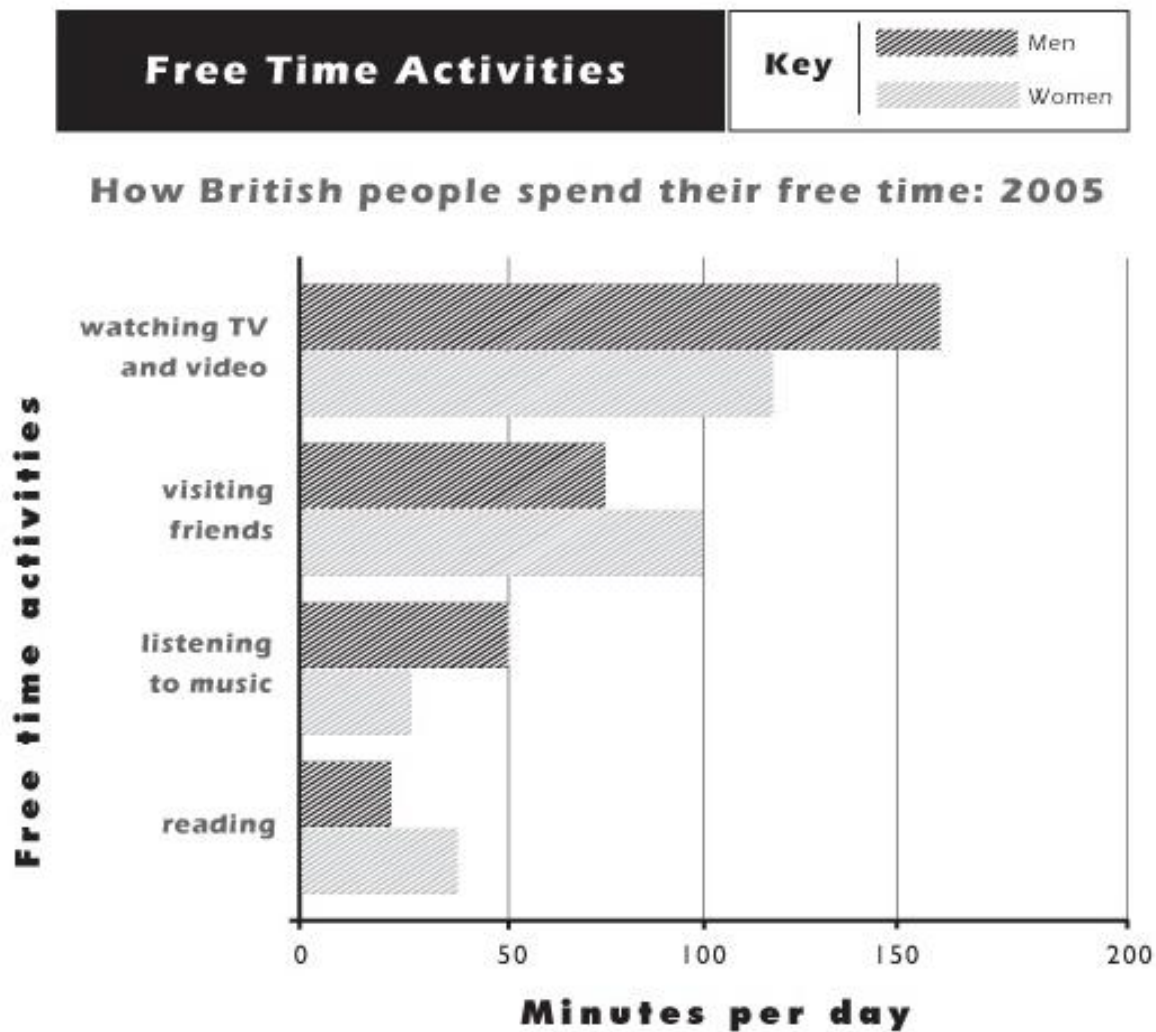
Sample Task 1

Write 2 paragraphs describing the information shown in the diagram below.

Include the following:

- an introduction
- a description of the information in the diagram, identifying any trends if appropriate

Write between 80 and 100 words. Write your description on page 9.



Part Three

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Sample Test

Part Three (W3)

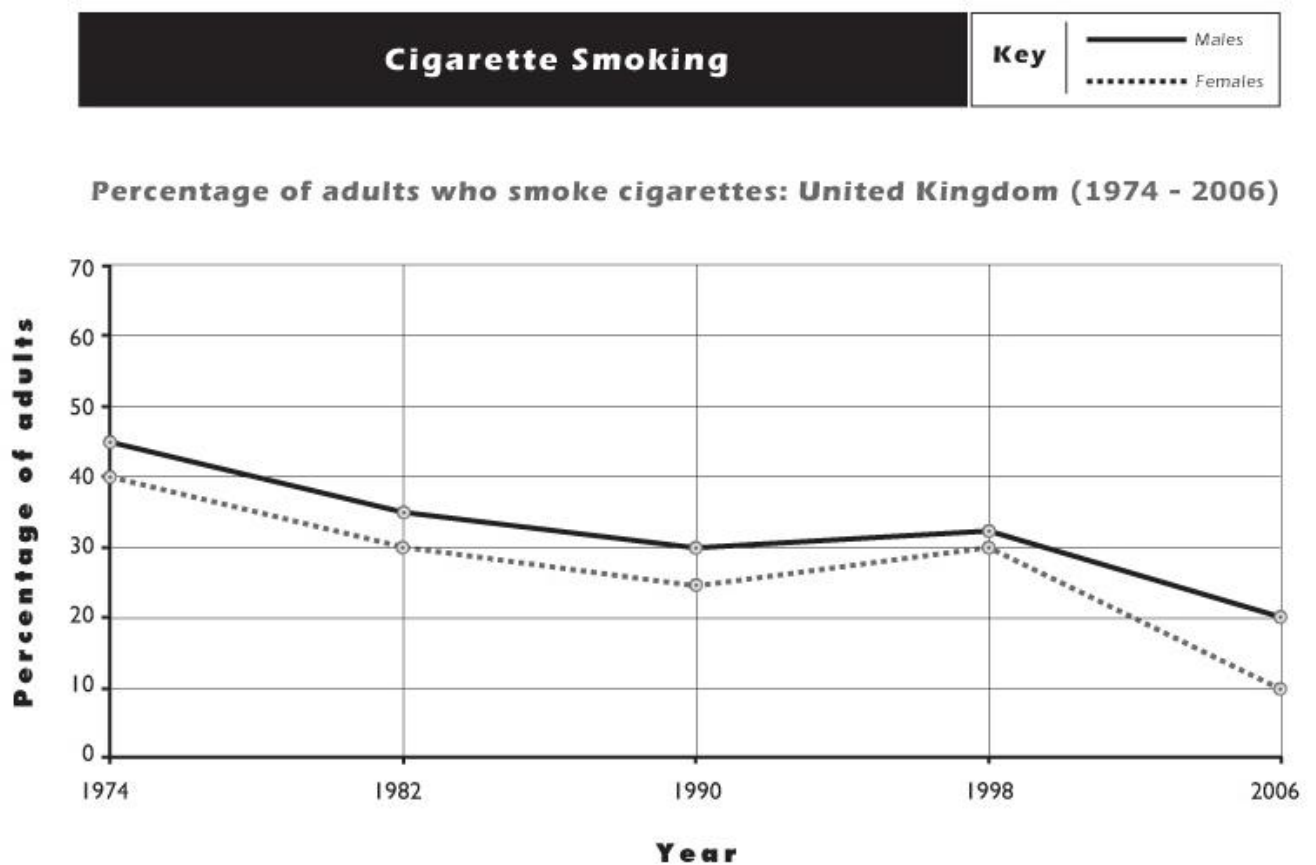
Sample Task 2

Write 2 paragraphs describing the information shown in the diagram below.

Include the following:

- an introduction
- a description of the information in the diagram, identifying any trends if appropriate

Write between 80 and 100 words. Write your description on page 11.



Part Three

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