

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS
ASSET LANGUAGES
PRELIMINARY
WRITING (WORLD OF WORK)
SAMPLE PAPER**

Additional materials:
None

25 minutes

TIME 25 minutes

INSTRUCTIONS TO CANDIDATES

Do not open this booklet until you are told to do so.

Answer the Part 1 question and **one** question in Part 2.

Part 1 carries 40% of the final mark and Part 2 carries 60% of the final mark.

You will be assessed equally on the range and accuracy of the language you use and how well you communicate your answers.

Write your name and the name of your Centre in the spaces on this page.

Write your answers on the question paper.

Write clearly in pen or HB pencil. You may make alterations, but make sure your work is easy to read.

At the end of the test you must hand in the question paper to your supervisor.

Dictionaries must not be used.

For examiners' use only

	L	C
1		
2		

Candidate Name _____

Centre Number	Candidate Number

This question paper consists of 4 printed pages.

Part 1

Your boss asks you to write a short description of the company where you work for a [target language nationality] trade directory.

PROXCO S.A.
-a really international company-

Write a description of the company. You must include **all** the following points:

- what the company does
- where the company has offices
- something else you can say about the company.

Write the description here in [target language]. You should write 20–40 words.

Part 2

Write an answer to either Question 1 or Question 2.


EITHER Question 1

Your boss is going on a business trip to [city in target language country].

Write an email to the hotel reception and include the following details:

- reserve a room for your boss, giving arrival date and time
- give details of the kind of room that he / she wants
- request a confirmation of the booking and price.

Write your email below in **[target language]**. You should write 50–70 words.
You can use the words at the bottom of the page if you want.



From:	Company ABC
To:	adminuk@assetmail.co.uk
Date:	
Subject:	

a room – a room
to arrive – to arrive
price – price

