asset languages

OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

ASSET LANGUAGES: WORLD OF WORK

INTERMEDIATE

WRITING

SPANISH: SAMPLE PAPER

Additional materials:
none

40 minutes

TIME 40 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		

Centre Number	Candidate Number

Candidate Name _____

This question paper consists of 6 printed pages.

Part 1

A member of staff, José Blanco, is being transferred to your team next week from your company's office in Madrid, and you have been asked to make sure that everything is ready for him.

Write an email to José Blanco in Spanish. You must:

- confirm who will meet him, where and when
- say what equipment will be available for him in the office
- give details of a meeting with the manager
- say something else that will happen on the first day
- ask Mr. Blanco one question.

Write your email below in **Spanish**. You should write 50–70 words.

From: **Company ABC**

To: **José Blanco**

Date:

Subject:

Part 2

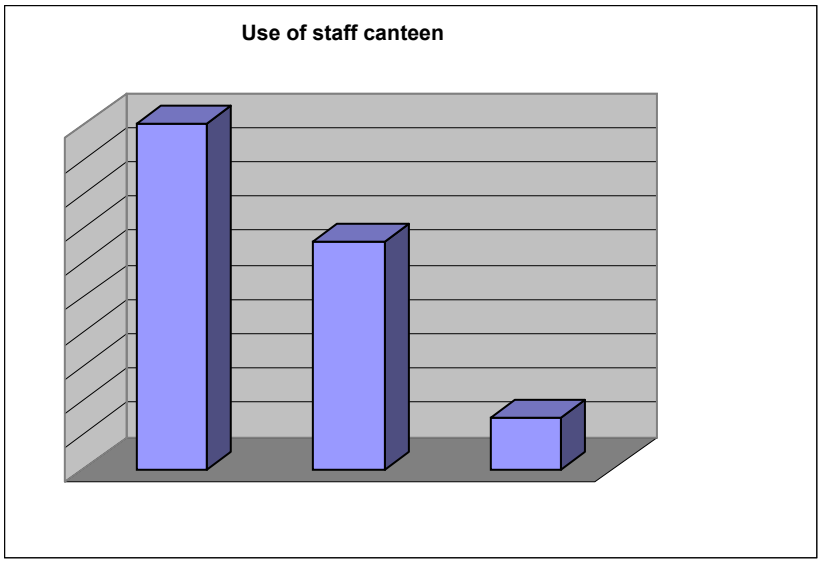
Write an answer to **either** Question 1 **or** Question 2 **or** Question 3.

EITHER Question 1

As part of your work experience in Spain, you have been asked to write a report on the use of the staff canteen.

You have collected some data showing the numbers of staff eating in the canteen over the last three years.

This data is shown in the chart below:



- summarise the information shown in the chart
- say why you think there has been a change
- give your opinion about what the company needs to do, and explain why.

Write your report below in **Spanish**. You should write 100–120 words.

OR Question 2

Your company organised a two-day conference in a hotel in Spain. Unfortunately, there were problems in the hotel and the staff were not helpful.

You have decided to write a formal letter of complaint to the hotel.

In your letter you must:

- give details of the conference
- describe the problems and the behaviour of the hotel staff.
- give your/your company's opinion and request action by the hotel.

Write your letter below in **Spanish**. You should write 100–120 words.

ABC Ltd

ABC Ltd
1 The Street
The Town
AA1 2BB

☎ +44 1234 56789
admin@companyabc.com
www.companyabc.co.uk

Estimados Sres:

Les saluda atentamente

OR Question 3

You are working on a campsite in Spain for the summer. They are keen to advertise their business to more people and so have asked you to help them design a website.

The text for the introductory page of the site must include:

- a description of the campsite's facilities
- a quote from a satisfied customer
- a recommendation of things to do in the local area

Write the text below in **Spanish**. You should write 100–120 words.