

Part 1 (20 marks) - 2 marks for each correct answer

- | | |
|--------------------------------|----------------------------------|
| 1. Tucker | 6. Five / 5 |
| 2. 11 th May / 11/5 | 7. Monday (18 th May) |
| 3. 8.30 am / eight thirty | 8. toilet |
| 4. date | 9. Thursday |
| 5. bathroom | 10. 07763 456 567 |

Part 2 (20 marks)

- | | |
|------|-------|
| 1. B | 6. B |
| 2. A | 7. C |
| 3. B | 8. A |
| 4. A | 9. B |
| 5. A | 10. C |

Part 3 (30 marks)

Email should contain the following information:

To: Frank Cousins 1

Subject: Team Building Day for Teacher *OR similar* 1

Team buildings activities include Assault Course, River Crossing, Shelter Building
Wall Climbing and Fire lighting 3

The price per person in high season varies from £15 to £35 OR prices can be added to
the list above. There is a discount of 10% for groups of more than 12 people 6

The cafeteria can provide lunch *OR similar mention of the cafeteria and what it can
provide* 5

To check availability and book call 0333 040 0404 or visit website
www.bramleyscentre.co.uk 4

Plus

Style and register of business email 5

Use of English – grammar & sentence structure 5

Part 4 (30 marks)

Email should contain the following information:

To: Martha Cohen	1
Subject: Office Chairs OR Office furniture OR <i>similar</i>	1
Thanks for the enquiry.	1
Candidate should state whether we do or do not supply green office chairs	5
Candidate should state whether we can or cannot give a discount on the quantity	5
Candidate should offer to send a brochure	5
Closing sentence hoping to do business with the company / inviting the writer to place an order OR similar	2
Plus	
Style and register of business email	5
Use of English – grammar & sentence structure	5