

WRITING SAMPLE

You have **90 minutes** to complete **2** writing tasks.

You must answer both task 1 and task 2.

Both tasks carry **equal weight**.

All your answers must be transferred to the corresponding **Answer Sheet**. Only the Answer Sheets will be marked

Write your answers in **black ink preferably**.

The **Writing Paper**, its corresponding **Answer Sheets** and any **rough paper** you may have used **must be handed in together**.

TASK 1

You have received the following email from a student of yours:

Dear tutor,

I am writing from Solutions Ltd. As you know, we currently have one of your students doing their work placement with us, and I have been asked to express some concerns we have to you.

Firstly, the student is not complying with the schedule, and usually arrives about 30 minutes late, spends a lot of time outside smoking, then leaves early. Secondly, when management has tried to speak to the student about this problem, we have basically been told that it is none of our business. Thirdly, we are not impressed with the general training the student has; we work with platforms that are part of any university program, but we are surprised at how little the student seems to know.

We would appreciate it if you could speak to this student to improve the experience for everyone.

Regards,
Solutions Ltd.

You write an email to the student in which you:

- justify the importance of the complaints
- propose actions to take
- explain the consequences of inaction

Write a **minimum of 200 words**.

TASK 2

Here you have some questions posted on the *Course Reading Forum*.

Question 1: Course reading forum??
by J Garcia - Friday, 6 March 2015, 14:22

Hello,
I do not understand what we have to write in the forum about the reading. Do we have to write a summary or ask questions? Is it obligatory to participate? Can I just participate once or must we respond to our classmates? Will we get a grade?

Have a good weekend!

RE: Course reading forum??
by S. Pujol - Friday, 6 March 2015, 14:22

Hi!!!

I have the same problem. I do not like the virtual campus. Also, I prefer videos instead of reading.

Cheers!!

You decide to write a response to the forum in which you:

- justify why course readings are important
- explain how students should interact and how they will be graded
- detail what type of information they should include in their contributions

Write a **minimum of 200 words**.