

## 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

Here you have a post on the *Course Reading Forum*.

Question 1: Course reading forum??  
by J Garcia - Friday, 7 January 2022, 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!

You decide to write a response to the post in 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**.

### TASK 2

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

You have received an email from an internship supervisor complaining about one of your students. The main concerns are that the student arrives late, does not respond to constructive criticism and unfortunately, the supervisor is not impressed with the general training the student received prior to the placement.

You decide to write an **email to the internship supervisor** in which you:

- acknowledge the seriousness of the complaints
- explain what immediate action the university is going to take
- describe what measures will be taken to prevent similar problems in the future

Write a **minimum of 200 words**.