

BUSINESS ENGLISH CERTIFICATE

Vantage

Writing

0352/02

SAMPLE TEST 1

Time 45 minutes

INSTRUCTIONS TO CANDIDATES

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

Write your name, centre number and candidate number on your answer sheet if they are not already there.

Read the instructions for each part of the paper carefully.

Answer both questions.

Write your answers on the answer sheet.

Write clearly in **pen**, not pencil. You may make alterations, but make sure your work is easy to read.

You **must** complete the answer sheet within the time limit.

At the end of the test, hand in both this question paper and your answer sheet.

INFORMATION FOR CANDIDATES

Part 1 carries ten marks.

Part 2 carries twenty marks.

PART ONE

- You are a regional sales manager for an international company. You have been asked to go to a meeting at your company's head office. You cannot go, so somebody else will go in your place.
- Write an e-mail to Erica Young, who is organising the meeting:
 - apologising for not being able to go to the meeting
 - explaining why you cannot go
 - saying who will go
- Write 40 – 50 words.
- Write on the opposite page.



The image shows a screenshot of an email composition window. At the top, there are two tabs: "Message" and "Options". Below the tabs, there are three input fields: "To..." containing "Erica Young", "Cc..." which is empty, and "Subject:" containing "Meeting". The main body of the email is a large, empty text area with a scroll bar on the right side.

PART TWO

- You work for BusinessSpace plc, a company which rents fully-serviced offices to other businesses. You have just received the fax below.
- Look at the fax and the other information below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes write a fax in reply to Reinhard Mieter.
- Write **120 – 140 words**.
- Write on the separate answer paper provided.

RENVER ESTATES

FAX

TO: BusinessSpace
FROM: Reinhard Mieter
SUBJECT: Renting Office Space

Further to our discussion last week we have now decided to rent office space from you for the next twelve months.

Requirements

- one office of 10 m², two of 15 m², one of 20 m²
- must be on same floor
- 40 parking spaces

Please confirm if this office space is vacant in Central Tower.

offer 10% discount for 18-month booking

CENTRAL TOWER (CT)	
Offices currently vacant	Size m ²
CT 19	10
CT 24	20
CT 53	15
CT 54	15

4 left, different floors, no parking – suggest Opera Place

OPERA PLACE (OP)	
Offices currently vacant	Size m ²
OP 34	10
OP 39	20
OP 46	10
OP 47	15
OP 48	20
OP 49	15

4 same floor

OPERA PLACE
Why choose Opera Place?
<ul style="list-style-type: none"> • 300 parking spaces • good public transport connections • spectacular views

mention these benefits