



BUSINESS ENGLISH CERTIFICATE

Vantage

Writing

Sample Test 2

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

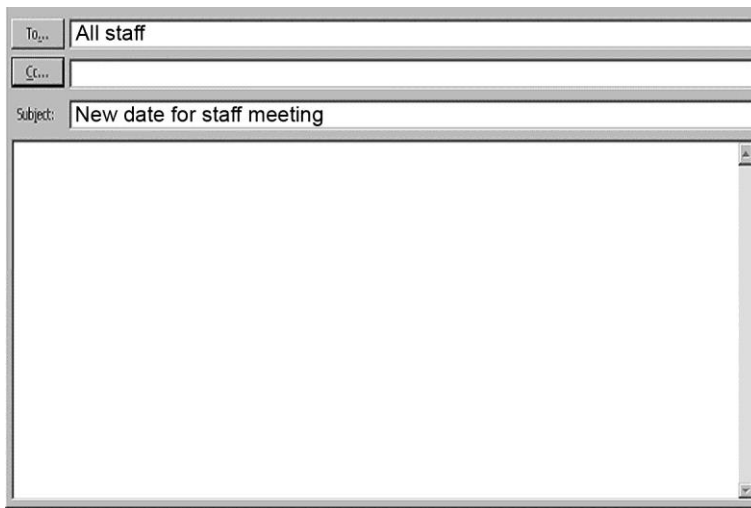
Part 1 carries ten marks.

Part 2 carries twenty marks.

Part 1

You **must** answer this question. Write your answer in **40 – 50** words on the separate answer sheet.

- You need to cancel tomorrow's meeting with staff in your department and would like to arrange a new date for this.
- Write an **email** to all staff in your department:
 - explaining why you need to cancel tomorrow's meeting
 - saying when the new meeting will take place
 - telling staff how to prepare for the new meeting.

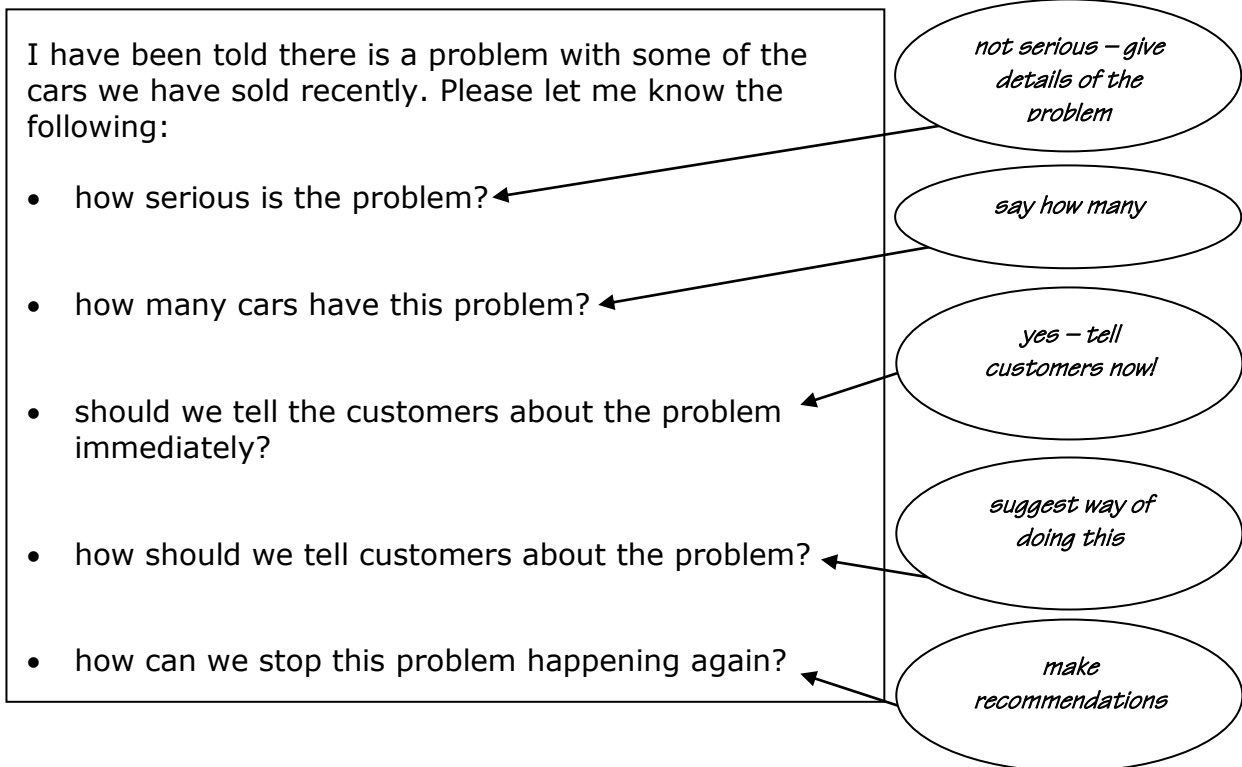


The image shows a screenshot of an email composition window. The window has a title bar and a standard Windows-style border. It contains three input fields at the top: a 'To:' field with the text 'All staff', a 'Cc:' field which is empty, and a 'Subject:' field with the text 'New date for staff meeting'. Below these fields is a large, empty text area for writing the email body. The text area has a vertical scrollbar on the right side. The overall appearance is that of a classic desktop email client interface.

Part 2

You **must** answer this question. Write your answer in **120 – 140** words on the separate answer sheet.

- The car manufacturer you work for has discovered a problem with some of the cars it has sold recently. Your line manager wants you to write a report about the situation and recommend how to deal with it.
- Look at the information below, on which you have already made some handwritten notes.
- Then, using **all** your handwritten notes, write your **report**.



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