

0353/2

BUSINESS ENGLISH CERTIFICATE

**Higher
Writing**

Sample Test

Candidate Name

Centre Number

Candidate Number

TIME: 1 hour 10 minutes plus your additional time allowance

SUITABLE FOR CANDIDATES WHO ARE VISUALLY IMPAIRED

READ INSTRUCTIONS ON PAGE 2

INSTRUCTIONS TO CANDIDATES

Write your name, centre number and candidate number in the spaces on the first page and on the separate answer sheet (if used).

Read the instructions for each part of the paper carefully.

Answer the Part 1 question and one question from Part 2.

Write your answers in the spaces provided on this question paper or on a separate answer sheet.

Write clearly. You may make alterations, but make sure your work is easy to read.

At the end of the test, hand in this question paper and your separate answer sheet (if used).

INFORMATION FOR CANDIDATES

Part 1 carries ten marks.

Part 2 carries twenty marks.

DO NOT TURN OVER UNTIL YOU ARE TOLD TO DO SO.

PART ONE

QUESTION 1

The information below shows the cost of buying three different photocopiers, the cost of a warranty on each machine, and their expected running costs for the first two years.

Using the information, write a short REPORT comparing the costs for the three machines.

Write 120 – 140 words on page 5 (or on a separate answer sheet).

PHOTOCOPIER COSTS

‘CARDA’

Purchase Price: \$600

Warranty: \$100

Running costs: \$1,200

Expected total costs for initial 2-year period: \$1,900

‘KD’

Purchase Price: \$700

Warranty: \$200

Running costs: \$900

Expected total costs for initial 2-year period: \$1,800

‘SEBU’

Purchase Price: \$1,000

Warranty: \$100

Running costs: \$700

Expected total costs for initial 2-year period: \$1,800

PART TWO

Write an answer to ONE of the questions 2 – 4 in this part. Write your answer in 200 – 250 words on pages 8 – 9 (or on a separate answer sheet), together with the number of the question.

QUESTION 2

Your manager is keen to introduce new practices into your company. He has asked you to write a report which includes details of two practices from another company which you would suggest adopting in your own company.

Write the REPORT for your manager, including the following information:

- what you admire about the other company**
- which two of its practices you would adopt**
- why your company would benefit from them.**

QUESTION 3

Your company has employed an outside consultant to organise an exhibition of your products, to be held next month. His work is unsatisfactory, and your boss has now decided that you should take over full responsibility instead. Your boss has asked you to write to the consultant to explain why he has been replaced.

Write the LETTER to the consultant:

- giving two reasons why he has been replaced**
- telling him he will be paid for this work**
- asking him to brief you on the current situation.**

QUESTION 4

Your company has decided to conduct an investigation into the possibility of increasing the number of ways in which technology is used throughout the organisation. You have been asked to write a report about technology in your department for the Managing Director.

Write your PROPOSAL, including the following:

- a brief outline of the current uses of technology in your department**
- a description of what technological improvements could be made**
- an explanation of the benefits these changes might bring**
- recommendations for the kind of training that would be necessary.**

BLANK PAGE

BLANK PAGE

BLANK PAGE