READ THESE INSTRUCTIONS FIRST

If you have been given an Answer Booklet, follow the instructions on the front cover of the Booklet.
Write your Centre number, candidate number and name on all the work you hand in.
Write in dark blue or black pen.
Do not use staples, paper clips, highlighters, glue or correction fluid.

NB: Remember that Section 1 and Section 2 of this paper are worth the same number of marks, so you should divide your time carefully between them.

Answer both Section 1 and Section 2.

At the end of the examination, fasten all your work securely together.
Section 1: Directed Writing

You are advised to write between 200 and 300 words. Total marks for this part: 30.

Task

The manager of a large hotel wants to employ full-time members of staff such as receptionists or chefs. The manager wishes to hire and train students who are about to leave school. You decide to write a letter to the manager to apply for one of the jobs.

Write your letter. You must include the following:

- which job you are applying for and why you would like to do this work
- details of your achievements in and out of school and why they make you suitable for the post
- how you would like to develop your career in the hotel business.

Cover all three points above in detail. You should make your letter polite and informative. Start your letter ‘Dear Sir / Madam,’ and remember to provide a suitable ending.
Section 2: Creative Writing

Begin your answer on a fresh page.

Write on one of the following topics.

At the head of your essay put the number of the topic you have chosen.

You are advised to write between 350 and 500 words. Total marks for this part: 30.

1 Describe the sights, sounds and activities at the end of a busy day at school. (Remember that you are describing the people and atmosphere and not just what everyone is doing.)

2 Town or village life? Where would you prefer to live? Give reasons and examples to support your view.

3 Write a story which includes the words: ‘It was lucky that I ran as quickly as I did’.

4 Dancing. (Remember you may adopt any approach to this topic.)

5 Write a story in which two different shops play an important part. (Remember that you should include full details of their importance in order to show how they are central to your story.)