

KEY TO WRITING. LEVEL 2.

- **Exercise 1**

Candidates have to produce a communicative message of around 90 words in length. It can be a formal or an informal letter, an e-mail, a card or note. They are told who they are writing to and why, and five content points must be included. All five points must be present in the answer. Candidates are also assessed on the clarity of the message they produce.

- **Exercise 2**

The task is a brief story, biography or description, expressing opinion about something. The candidates are asked to write about 90 words. If they write fewer than 65 words, the maximum mark is adjusted proportionately. Longer answers are not penalised, but may contain some irrelevant material.

In the case of the story, they are given either a short title or the first sentence and the answer must be linked to the content. In the other cases they are given some prompts.

Candidates must keep to the topic.

Total mark: 20 points.