



Nro. De Control :

LEVEL 5

PART 4 - WRITING

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Estimated time needed: 60 minutes.

Exercise 1

- Read this ad. and write a formal letter of around 100 words to apply for this job.

***ISLINGTON HEALTH AUTHORITY
WHITTINGTON HOSPITAL***

**SECRETARY
(HIGHER CLERICAL OFFICER)**

To provide a secretarial support to the Unit Administrator. The Unit comprises the Royal Northern and Whittington Hospitals and so this post involves contact with a wide range of staff and also with the public. As well as involving the usual secretarial/administrative work this post gives the opportunity to use your initiative, and common sense is vital. Good secretarial skills are required, including shorthand, and knowledge of a word processor would be useful.

Salary scale: \$ 5,723-\$6,712 inclusive.

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Exercise 2

- Write around 100 words on the review of a book or film you have actually enjoyed lately.

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KEY TO WRITING. LEVEL 5.

- **Exercise 1 - Formal letter. 10 points**

Candidates have to produce a short transactional message of about 100 words in length. It is a formal letter. They are told who they are writing to and why. All the necessary points must be present in the answer. Candidates are also assessed on the clarity of the message they produce. Candidates should follow the conventions for writing a formal letter.

Spelling is included in the Linguistic Competence.

- **Exercise 2 - Narration, description, review, etc. 10 points.**

There can be different tasks: a story, a film or book review, a biography, a for-and-against essay expressing opinion about something. In both cases candidates are asked to write about 100 words. If they write fewer than 85 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.

Candidates must keep to the topic.

Total mark: 20 points.