

**English Test for Business
Writing
Practice Test 1**

It is recommended that you spend 45 minutes on the Writing Test.

You are Dorothy/Douglas Eastwood, purchasing manager of
Baby Cosmetics, 35 Main Street, London W 1.

Your new assistant has made some mistakes in an order to
Holmes Warehouse and Distribution Centre
25 Whitechapel Court, London E10 7NB
Harry King Distribution Manager
Ref. No. JM324/01
Date: 03/02/02

Write a letter of 150-200 words in which you

- * explain the situation
- * modify the original order of 2,500 bottles of smoothing bath and 100 bottles of foam bath
- * indicate a delivery date
- * outline the terms of payment
- * apologize for the mistake

**English Test for Business
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Practice Test 2**

It is recommended that you spend 45 minutes on the Writing Test.

You work for Atlas Office Machine, Inc., 54 Warwick Street, New York, New York 10340. You have sold Travis & Brown Ltd., 32 Marlow Lane, New York, New York 10677, four Atlas photocopiers. One of the units broke down. Although the warranty period expired two months ago, your partner wants a replacement. Your representative has already inspected the malfunctioning copier.

Write a letter of adjustment explaining that the break-down was their fault and refuse replacement. Offer some other solution in your letter.

**English Test for Business
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Practice Test 3**

It is recommended that you spend 45 minutes on the Writing Test.

Your managing director (Susan Bright) has asked you (Alice/Harry Roberts) to investigate the safety measures in your company offices.

Your findings:

- * you asked both managers and union representatives
- * three minor accidents
- * causes: safety regulations not followed
- * staff not well informed

Your recommendations:

- * display safety regulations
- * instruct new staff
- * replace faulty equipment

Write a memo of 150-200 words to your MD summarizing the problem.

Recommend a course of action to improve the situation.

**English Test for Business
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Practice Test 4**

It is recommended that you spend 45 minutes on the Writing Test.

You are Rob Rogue, sales director of 'Flying Wheels', a small car rental company. You want to get corporate clients on a permanent basis. Write a letter of 150-200 words to send to potential customers with a picture catalogue.

Point out your competitive edge, e.g.

- reliability,
- range/quality of service,
- type of cars available,
- conditions offered

D. WRITING TASK

Writing – Model answers for Practice Test 4

Model Answer 1

'Flying Wheels'
Company's address
Tel. XXXXXXXXXX
Today's date

Dear Customer/Client,

We are a small car rental company looking to expand our business and therefore would like to provide you with some information about our very competitive services.

Firstly, the reliability of our cars is very high as all our cars are less than one year old and fully covered by the manufacturers' warranty. Secondly, we have a large choice of vehicles to suit your individual requirements from small hatchbacks to large executive cars and also some light commercial options. The models are available with different specifications according to your needs.

The rental is subject to standard conditions such as a deposit and fully comprehensive insurance but in addition we can offer special rates for longer-term contracts.

As we are a small company we can also offer a good, friendly and personal quality of service with a very quick response.

I am enclosing our up-to-date colour brochure with current rental rates and if you would like further information, please do not hesitate in contacting me and also to find out about our special introductory 'one day for free' offer.

I look forward to hearing from you.

Yours Sincerely,

Rob Rogue
(Sales Director)

Értékelés: kiváló megoldás, 20 pont

a) Feladatmegoldás: 5

A vizsgázó a feladatban megjelölt szövegfajtának megfelelő szöveget készített, azaz egy potenciális ügyfeleknek küldendő körlevelet, amelyben a cég szolgáltatásait ajánlja. A feladatban megjelölt tartalmi pontok logikusan elrendezve, kellő részletességgel kifejtve szerepelnek.

b) Szókincs/frazeológia: 5

A vizsgázó a tartalomnak megfelelő szavakat, szakkifejezéseket, fordulatokat használta.

c) Szövegkezelési technika: 5

A szöveg stílusa, szerkezete, formája megfelel a körlevél műfajának. Hangneme barátságosan hivatalos, informatív, személyes, de nem tolatkodó.

d) Nyelvhelyesség/ helyesírás: 5

A szövegrészek logikusan kapcsolódnak, a nyelvi szerkezetek hibátlanok, nyelvi és helyesírási hibák szinte nincsenek.