

**LanguageCert Test of English (LTE)
A1-C2 examination
Writing
Practice Paper 1**

Candidate's name (block letters please)

Centre no

Date

Time allowed: 60 minutes

Number of tasks: 2 tasks

Instructions to Candidates

- An Answer Sheet will be provided.
- All answers must be transferred to the Answer Sheet.
- Please use a soft pencil (2B, HB).

Task 1

You are going to be out of the office. Write an email to a colleague who works for you. Let him/her know:

- why you will be away
- what dates you are away
- what work he/she has to do while you are away.

Write **60-100** words.

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Task 2

The company you work for wants to increase its use of technology. You have been asked to write a brief report for the company CEO looking at the following points:

- current uses of technology
- how the use of technology can be extended
- the benefits
- the training that would be required.

Write a report of **200-250** words.

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