

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 about 50 words.

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Task 2

Your company 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: or

Your college wants to increase its use of technology. You have been asked to write a brief report for the college Director 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 about 200 words.

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