

PART 1 (10 marks)

Write a letter (200 words maximum) according to the instructions given.

Your Town Council has decided to build a casino instead of the nursery school previously agreed upon with your Neighbourhood Association. As president of the Association, write a letter to your Mayor complaining about the situation including the following:

- your dissatisfaction with how things have developed
- the consequences that will have on the neighbourhood
- what you expect them to do

Use the space below as a rough draft for your ideas

PART 2 (10 marks)

Read the following instructions and write a text (300 words maximum).

You work as a junior manager in an international company where staff is expected to work hard to produce results. However, because of this stressful working environment, many colleagues are falling ill. The management has asked you to make a proposal which should include realistic measures for reducing stress at work.

Refer to the following:

- increase team work
- flexitime and / or working from home
- improve physical environment (work space, furniture etc.)

Use the space below to note down your ideas