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WRITING TASK 1

You should spend about 20 minutes on this task.

You are working for a company. You need to take some time off work and want to ask your manager about this.

Write a letter to your manager. In your letter

- ***explain why you want to take time off work***
- ***give details of the amount of time you need***
- ***suggest how your work could be covered while you are away***

Write at least 150 words.

You do **NOT** need to write any addresses.

Begin your letter as follows:

Dear,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Being a celebrity – such as a famous film star or sports personality – brings problems as well as benefits.

Do you think that being a celebrity brings more benefits or more problems?

Give reasons for your answer and include any relevant examples from your own knowledge or experience.

Write at least 250 words.