

WRITING TASK 1

You should spend about 20 minutes on this task.

You recently attended a meeting at a hotel. When you returned home, you found you had left some important papers at the hotel.

Write a letter to the manager of the hotel. In your letter

- ***say where you think you left the papers***
- ***explain why they are so important***
- ***tell the manager what you want him/her to do***

Write at least 150 words.

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

Begin your letter as follows:

Dear Sir or Madam,

WRITING TASK 2

You should spend about 40 minutes on this task.

Write about the following topic:

Some people say that in all levels of education, from primary schools to universities, too much time is spent on learning facts and not enough on learning practical skills.

Do you agree or disagree?

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

Write at least 250 words.