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WRITING TASK 1

You should spend about 20 minutes on this task.

You have a full-time job and are also doing a part-time evening course. You now find that you cannot continue the course.

Write a letter to the course tutor. In your letter

- *describe the situation*
- *explain why you cannot continue at this time*
- *say what action you would like to take*

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:

Nowadays we are producing more and more rubbish.

Why do you think this is happening?

What can governments do to help reduce the amount of rubbish produced?

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

Write at least 250 words.