



telc English A2-B1 – From School to Job

Test Preparation Writing Exam



Task 2: Version 1

You work as an assistant to Sarah. Listen to her message and drag the statements into the true or false box.



Colleagues should update the online list. They should tick their food choice.

Jane has organised a bus to the restaurant. They can have a buffet if they want.

Sarah has invited everyone to a birthday party. They can get a taxi home.

True

False



CEFR

MEDIATION: RELAYING SPECIFIC INFORMATION

B1 Can relay in writing specific information given in a straightforward recorded message, provided that the topics concerned are familiar ...

A2 Can relay the point made in short, clear simple messages, instructions and announcements, provided these are expressed slowly and clearly in simple language.



Task 2: Version 1

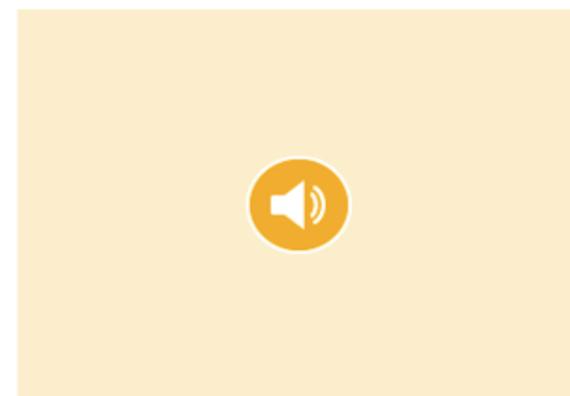
You are Sarah's assistant, so you now need to write the email.

In your own words, write in detail about the following **three** points:

- *the online list*
- *food chice*
- *transport home*

Start with „Dear colleagues“ and end the email in an appropriate way.

Write at least 50 words.



Word Count 0



Task 2: Version 1

You are Sarah's assistant, so you now need to write the email. In your own words, write in detail about the following **three** points:

- *the online list*
- *food choice*
- *transport home*

Start with „Dear colleagues“ and end the email on an appropriate way.

Write at least 50 words.



Task 2: Version 1

Main point	Extra details
<p>Colleagues should fill in online list for office party.</p>	<ul style="list-style-type: none"> • Party is on Saturday • They should do it today before they go home. • Company/Sarah needs to know the numbers
<p>They should tick what they want to eat.</p>	<ul style="list-style-type: none"> • If restaurant knows in advance they won't have to wait for food. • 3 dishes are on offer not a buffet
<p>Ask for taxi transport home.</p>	<ul style="list-style-type: none"> • Get voucher from Jane/Inform Jane • Jane is in the finance department



Task 2: Version 1

Answer 1

Dear colleagues,

Sarah asked me to remind you to fill in the online list for the office party because we want to know how many would like to come, so please fill it in before you go home. Please also tick what you want to eat because there is a choice. If anyone needs a taxi to go home, phone Jane.

Regards

Lili

(63 words)



Task 2: Version 1

Answer 1

Dear colleagues,

Sarah asked me to remind you to **fill in the online list for the office party** because we want to know **how many** would like to come, so please fill it in **before you go home**. Please also **tick what you want to eat** because **there is a choice**. If anyone **needs a taxi to go home**, phone **Jane**.

Regards

Lili

(63 words)



Task 2: Version 1

Answer 2

Dear colleagues,

For the team Meeting i have to know 2 points from you. First i have to know what do you want to eat. There are tree dishes between you can choose. The second point is i have to know, if someone need a transport back home. Please think about this and tell me soon.

Best wishes

Xenia

(59 words)



Task 2: Version 1

Answer 3

Dear colleagues,

I have to ask what dishes you like, because the restaurant is offering three choices and not a whole menu for us. Also you have to ask Jane from the finance department for a taxi.

(37 words)



Task 2: Version 2

You work as an assistant to Sarah. Listen to her message and drag the statements into the true or false box.



Colleagues should update the online list. They should tick their food choice.

Jane has organised a bus to the restaurant. They can have a buffet if they want.

Sarah has invited everyone to a birthday party. They can get a taxi home.

True

False



Task 2: Version 2

You are Sarah's assistant, so you now need to write the email. In your own words, write in detail about the following **three** points:

- *the reports*
- *the meeting*
- *the room booking*

Start with "Dear colleagues" and end the email in an appropriate way.

Write at least 50 words.