Preliminary Spanish World of Work
Writing Grade 4
Tasks A and B

Teacher's Notes

"I can write a short text on a familiar topic, adapting language which I have already learnt."

Instructions Learners write a passage of text in Spanish of 20–40 words on a given topic. Dictionaries must not be used.

Task 4A Learners write an email about an activity day.
Task 4B Learners write an article about their job at a hotel.

Pass 4 out of 6 (communication and language)

COMMUNICATION	LANGUAGE
• Includes information for each bullet point • Information can be understood (though some effort may be needed from the reader)	• Uses vocabulary appropriate to the task • Writes in sentences using simple structures without too much repetition • Spelling and grammar are accurate enough to communicate meaning
▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark	▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark

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Preliminary Spanish World of Work
Writing Grade 4
Task A

Name:

You are organising an activity day for your Spanish colleagues. Your team leader has asked you to find a suitable activity centre.

Write an email to your team leader and include all the following information:

- the name and location of the activity centre
- two of the activities available
- which meals are included.

These are some of the activities available.

badminton

gym

football

swimming

Write the information in **Spanish** using 20–40 words.

To: CM123@assetmail.com

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Preliminary Spanish World of Work
Writing Grade 4
Task B

Name:

You work in a hotel in Spain. Your boss asks you to write an article about your job for the company magazine.

Write some information about your job. You must include all the following information:

- where you live and how you get to work
- what your job is
- the days and hours you work.

Write the article in **Spanish** using 20–40 words.

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Preliminary Spanish World of Work
Writing Grade 5
Tasks A and B

Teacher's Notes

"I can write a short text on a range of familiar topics, using simple sentences."

Instructions Learners write a passage of text in Spanish of 35–55 words on a given topic. Dictionaries must not be used.

Task 5A Learners write an article about a museum gift shop.
Task 5B Learners write an email about arranging a company visit.

Pass 4 out of 6 (communication and language)

COMMUNICATION	LANGUAGE
• Includes information for each bullet point with some added detail • Information can be understood fairly easily	• Uses a range of appropriate vocabulary • Writes in sentences using a range of simple structures • Spelling and grammar are generally accurate
▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark	▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark

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Preliminary Spanish World of Work
Writing Grade 5
Task A

Name:

You work in the gift shop of a museum in Spain. Your boss has asked you to write a short newspaper article to advertise the shop.

Write the article and include all the following information:

- where the shop is
- the opening hours
- what the shop sells.

Write the article in **Spanish** using 35–55 words.

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Preliminary Spanish World of Work
Writing Grade 5
Task B

Name:

A Spanish client is coming by train to visit your company and have lunch with your boss.

Write an email to the client and include all the following information:

- who you are and your role in the company
- how to get from the station to your office
- details of the lunch arrangements.

Write the email in **Spanish** using 35–55 words.

To: CM123@assetmail.com

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Preliminary Spanish World of Work
Writing Grade 6
Tasks A and B

Teacher's Notes

"I can write a text, giving and seeking information and opinions, using a variety of structures."

Instructions Learners write a passage of text in Spanish of 50–70 words on a given topic. Dictionaries must not be used.

Task 6A Learners write an email about arranging a weekend conference.
Task 6B Learners write about their job at a campsite.

Pass 4 out of 6 (communication and language)

COMMUNICATION	LANGUAGE
• Includes and develops information for each bullet point • Information can be easily understood	• Uses a good range of appropriate vocabulary • Writes in sentences using a range of simple structures and some slightly more complex structures • Spelling and grammar are mostly accurate
▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark	▪ Fully achieved: 3 marks ▪ Partially achieved: 2 marks ▪ Minimally achieved: 1 mark

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Preliminary Spanish World of Work
Writing Grade 6
Task A

Name:

You are arranging a weekend conference at a Spanish hotel. Write an email to the hotel and include all the following information:

- introduce yourself, your company and your job
- give details of the accommodation you require for the weekend
- request information about parking arrangements
- ask about the leisure facilities at the hotel.

These are some of the facilities available.

restaurant

internet access

sports centre

garden

Write the email in **Spanish** using 50–70 words.

To: CM123@assetmail.com

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Preliminary Spanish World of Work
Writing Grade 6
Task B

Name:

You work at a campsite in Spain. There is a vacancy for a job like yours. Your boss has asked you to write about your job to encourage people to apply.

You must include all the following information:

- who you are and what your job is
- who you work with
- what you do on a typical day
- why you like working here.

Write the information in **Spanish** using 50–70 words.

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